

## RESOLUTION

No. 2017-195

By Commissioner Leland

RESOLVED, by the Wayne County Commission this 6th day of April, 2017 that approval be, and is hereby, granted authorizing a three-year consortium contract with two, one-year options to renew between the Charter County of Wayne and Global Office Solutions, Inc. (of Novi) not to exceed \$4,500,000 to provide office/school supplies and equipment, as recommended by the Chief Executive Officer; and be it further

RESOLVED, that the term of the contract is from April 6, 2017 to April 5, 2020 and the cost of the contract will be charged to Account No. various various 730001 (County-wide); and be it further

RESOLVED, that the Chief Executive Officer be, and is hereby, duly authorized to execute the aforementioned agreement on behalf of the Charter County of Wayne.

[Agreement on File]

(2017-37-003)





**Warren C. Evans**

*County Executive*

**Consortium Contract**

**Between**

**County of Wayne**

**And**

**Global Office Solutions, Inc.**

**For**

**Office/School Supplies and Equipment**

## TABLE OF CONTENTS

1.	PURPOSE.....	1
2.	ENGAGEMENT OF CONTRACTOR .....	1
3.	SCOPE OF SERVICE .....	1
4.	TERM OF CONTRACT .....	2
5.	DATA TO BE FURNISHED CONTRACTOR .....	2
6.	PERSONNEL .....	2
7.	ADMINISTRATION .....	2
8.	COMPENSATION .....	2
9.	METHOD OF PAYMENT .....	3
10.	RECORDS - ACCESS .....	3
11.	RELATIONSHIP OF PARTIES .....	3
12.	INSURANCE .....	4
13.	INDEMNIFICATION .....	5
14.	LIQUIDATED DAMAGES.....	6
15.	NOTICE OF MATERIAL CHANGES.....	6
16.	TERMINATION .....	6
17.	ETHICS IN CONTRACTING.....	7
18.	NON-DISCRIMINATION PRACTICES.....	8
19.	NOTICES .....	10
20.	JURISDICTION AND LAW .....	10
21.	CONFIDENTIAL INFORMATION.....	10
22.	COMPLIANCE WITH LAWS.....	11
23.	COMPLIANCE WITH CONSENT AGREEMENT.....	11
24.	DEBARMENT AND SUSPENSION.....	11
25.	PROMPT PAYMENT.....	12
26.	SUBCONTRACTING AND ASSIGNMENT .....	12
27.	BANKRUPTCY OR INSOLVENCY .....	13

28.	MISCELLANEOUS.....	14
30.	AUTHORIZATION AND CAPABILITY .....	14
31.	SIGNATURE .....	14

APPENDIX A Global Office Solutions, Inc. Proposal for Office/School Supplies and Equipment  
Control No. 37-16-083

APPENDIX B Pricing

APPENDIX C Consortium Agreement

APPENDIX D Request For Proposals (RFP) for Office/School Supplies And Equipment Control  
No. 37-16-083

**THIS CONTRACT** is between the County of Wayne, Michigan, a body corporate and Charter county, acting through the Department of Management and Budget, Division of Purchasing (the "County") and Global Office Solutions, a Michigan corporation (the "Contractor").

**1. PURPOSE**

**1.01** The County's Procurement Ordinance Section 120-181 permits the Purchasing Director to sponsor a cooperative agreement to sell supplies and equipment. Per Section 120-181, the Purchasing Division, on behalf of the County, issued the Request For Proposals For Office/School Supplies And Equipment Control No. 37-16-083 (RFP). The RFP solicited proposals for office/school supplies and equipment.

**1.02** The County completed proposal evaluations for the above-referenced (RFP) and awarded Contractor this Contract which establishes a consortium model wherein the County is the Lead Agency. Contractor has agreed to extend its pricing to local municipalities, school districts and units of government within and outside of Wayne County. Contractor shall be paid pursuant to the terms specified in Article 8.

**2. ENGAGEMENT OF CONTRACTOR**

**2.01** The County engages the Contractor and the Contractor agrees to faithfully and diligently perform the services according to the terms and conditions contained in this Contract, the RFP (Appendix D) and the Contractor's response to the RFP (Appendix A) and consistent with the standard of practice in the community.,

**3. SCOPE OF SERVICE**

**3.01** The Contractor must perform the services described in Appendix D in a satisfactory manner, as determined within the discretion of the County. The Contractor warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is qualified to perform the Services in this Contract.

**3.02** If there is any dispute between the parties regarding the extent and character of the services to be performed, the interpretation and determination of the County governs.

**3.03** The services include all conferences and consultation deemed necessary by the County to properly and fully perform the services.

**3.04** All services are subject to review and approval of the County for completeness and fulfillment of the requirements of this Contract. Neither the County's review, approval, or payment for any of the services shall be construed to operate as a waiver of any rights under the Contract, and the Contractor shall be and remain liable in accordance with the applicable law for all damages to the County caused by the Contractor's negligent performance or nonperformance of any of the Services furnished under this Contract.

**3.05** The Contractor shall comply with section 120-50 of the Wayne County Procurement Ordinance. As required by section 120-50, the Contractor shall not commence performance under this Contract or accept payment for services provided under this Contract until:

- A. If this is a contract that requires approval of the Wayne County Commission, this Contract is approved by the Wayne County Board of Commissioners and executed by the Chief Executive Officer; or
- B. If this is a contract that does not require approval of the Wayne County Commission, this Contract is executed by the Chief Executive Officer or a purchase order is issued.

The Contractor shall not rely on representations of any person who purports to authorize performance or payment contrary to section 120-50. If the Contractor provides performance or accepts payment prior to approval and execution as required by section 120-50, it does so at its own risk, and, to the extent provided by law, the Contractor shall indemnify, defend, and hold harmless the County against any actual damages, costs, expenses and liability of any kind the County may sustain, incur or be required to pay arising out of the Contractor's provision of Services or acceptance of payment in violation of section 120-50. In the event the Contractor provides Services in violation of section 120-50, then, in addition to any other remedies awarded to the County, the County may retain the funds that would have been owed to the Contractor as compensation for those Services but for the provision of those Services in violation of section 120-50. In the event the Contractor violates section 120-50, it shall be liable for actual damages, costs, expenses and liability of any kind, which the County may sustain, incur or be required to pay arising out of the Contractor's violation of section 120-50, and may be debarred from further County contracts.

#### **4. TERM OF CONTRACT**

**4.01** This Contract begins on upon Commission approval ends on three (3) years from the Commission's approval date.

**4.02** Options to renew. This contract has two (2) one-year option periods that may be renewed in writing by mutual agreement of the parties not less than thirty (30) days before contract expiration.

#### **5. DATA TO BE FURNISHED CONTRACTOR**

**5.01** Upon the request of the Contractor, without charge, the County must furnish copies of all information, data, reports, records, etc., that the County thinks is necessary to do the services. The Contractor is entitled to visit County offices and key facilities as approved by the County, during regular business hours to obtain the necessary data. The Contractor will schedule conferences at convenient times with key administrative personnel of the County to gather the information.

#### **6. PERSONNEL**

**6.01** To induce the County to enter into the Contract, the Contractor represents and warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is duly qualified to perform the services as set forth in the Contract. The execution of this Contract is within the Contractor's authorized powers, and is not in contravention of federal, state, or local law.

**6.02** The Contractor warrants that all employees of the Contractor assigned to the performance of the services are qualified and authorized to perform the services under the state and local laws and governing professional association rules where the employee is employed.

**6.03** Each employee must devote the time and professional ability as is necessary to most effectively and efficiently perform the services according to professional standards.

**6.04** Whenever an employee assigned to this Contract must be replaced for any reason, the Contractor must supply an acceptable replacement as soon as possible and agrees not to substitute a lower classified employee to perform the services without obtaining prior County approval in writing.

**6.05** Employees' daily working hours may be determined by the Contractor. When the employees are working in or about a County facility, Contractor agrees to adjust its employees' daily working hours to be the same as those worked by County employees working at the facility.

#### **7. ADMINISTRATION**

**7.01** The Contractor must inform the County as soon as the following types of conditions become known:

- A. Probable delays or adverse conditions which do or may materially prevent the meeting of the objectives of the Contract. The Contractor must accompany this disclosure with a statement of any remedial action taken or contemplated by it; and
- B. Favorable developments or events which enable meeting time schedules or goals sooner than anticipated.

**7.02** The Contractor must regularly inform the County of its activities in connection with its duties and must keep the County informed of the status of any program. The Contractor is not required to perform in a manner materially in conflict with requirements imposed by any applicable law including any statute, county charter, ordinance, resolution or executive order.

**7.03** The Contractor shall have no authority in the name of the County to borrow money, commence or defend litigation, spend money, or enter into contracts except as otherwise provided in this Contract.

#### **8. COMPENSATION**

**8.01** This is a county-wide office supplies contract for three (3) base years for \$4,500,000.00. Each base year is valued at \$1,500,000.00 per year. This contract agreement will also be extended to other local units of government as a consortium contract. The administrative fee and rebates are outlined in Appendix C, attached. The compensation includes all remuneration to which the Contractor may be entitled. The County will not pay the Contractor for overtime, holiday or other premium charges or other benefits in addition to those outlined in the Pricing Schedule, Appendix B.

**8.02** The Contractor must, upon reasonable notice, be available to participate in any proceeding, whether legal, administrative or otherwise, or in any internal County preparatory meetings for the proceeding, in order to assist the County in any matter relating to the purpose or outcome of this Contract. The County will

this section.

**9. METHOD OF PAYMENT**

**9.01** The County will pay for the proper performance of the services, commensurate with the progress of the work as evidenced by the timely performance of the services, and after it receives an invoice for payment. The invoice must certify the total cost of the services rendered to the project to date and the cost of all services for that billing period; and must describe the services rendered. If the invoice also requests reimbursement or payment for reimbursable expenses, the appropriate receipts must be attached. The Contractor must sign the invoice and send it to the County for each calendar month. This section is limited by the provisions of Article 8 with regard to the amounts payable for performance.

**9.02** The Contractor must direct invoices to the attention of the individual specified in the Notice provisions, Article 19.

**9.03** The Contractor must submit as part of the invoices, monthly progress reports indicating the Contractor's activities during the month and being signed by an authorized officer of the Contractor.

**10. RECORDS - ACCESS**

**10.01** The Contractor must maintain complete books, ledgers, journals, accounts, or records in which it keeps all entries reflecting its operation pursuant to this Contract. The Contractor must keep the records according to generally accepted accounting practices and for a minimum of seven (7) years after the Contract's termination and completion. The Contractor must also maintain copies of all records, correspondence and documents, including electronically stored information, prepared in anticipation of this Contract, and for this Contract, for a period of seven (7) years after the Contract's termination and completion.

**10.02** The County and the Legislator Auditor General have the right to examine and audit all books, records, documents and other supporting data as they deem necessary of the Contractor, or any subcontractors, or agents rendering services under this Contract, whether direct or indirect, which will permit adequate evaluation of the services or the cost or pricing data submitted by the Contractor. The Contractor must include a similar covenant allowing for audit by the County and the Legislative Auditor General in any contract it has with a consultant or agent whose services will be charged directly or indirectly to the County. The County may delay payment to the Contractor pending the results of any such audit without penalty or interest.

**10.03** The Contractor agrees that representatives of the County are entitled to make periodic inspections to ascertain that the Contractor is properly performing the services. The inspections may be made at any time during normal business hours of the Contractor. If, in the course of the inspections, the representatives of the County should note any deficiencies in the performance of the services of the Contractor, or any other mutually agreed upon performance deficiencies, the alleged deficiencies must be reported promptly to the Contractor, in writing. The Contractor agrees to promptly remedy and correct any reported deficiencies within ten (10) days of notification by the County.

**10.04** If, as a result of any audit conducted by or for a County, State of Michigan or Federal, agency relating to the Contractor's performance under this Contract, a discrepancy should arise as to the amount of compensation due the Contractor, the County may retain the amount of compensation in question from any funds allocated to the Contractor but not yet disbursed under the Contract. Should a deficiency still exist, the County may offset such a deficiency against the compensation to be paid the Contractor in any successive or future Contracts between the parties.

**11. RELATIONSHIP OF PARTIES**

**11.01** The relationship of the Contractor to the County is and will continue to be that of an independent contractor. No liability or benefits, such as workers' compensation, pension rights, or insurance rights, arising out of, or related to a contract for hire or employer/employee relationship, accrues to either party or either party's agent, subcontractor or employee as a result of this Contract. No relationship, other than that of independent contractor will be implied between the parties, or either party's agent, employee, or subcontractor. The Contractor agrees to hold the County harmless from any claims, and any related costs or expenses.

**11.02** For all purposes, County employees will remain employees of the County and the Contractor's employees will remain employees of the Contractor. The Contractor is being retained by the County as an independent contractor to provide services to the County, and is not being retained in any capacity as a joint enterprise or venturer with the County. The Contractor also covenants that none of its employees are or will be, during the period of this Contract, employees of the County.

## **12. INSURANCE**

**12.01** Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services by the Contractor, its agents, representatives, or employees.

**12.02** Contractor shall maintain at least the following minimum coverage:

- A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- B. Umbrella or Excess Liability Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.
- C. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- D. Workers' Compensation insurance as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
- E. Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.

If the Contractor maintains higher limits than the minimum insurance coverage required in Section 12.02, the Contractor shall maintain the coverage for the higher insurance limits for the duration of the Contract.

**12.03 Additional Insured Status.** The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

**12.04 Primary Coverage.** For any claims related to this Contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**12.05 Notice of Cancellation.** Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.

**12.06 Waiver of Subrogation.** Contractor grants to the County a waiver of any right to subrogation which any insurer of the Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

**12.07 Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

**12.08** All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

**12.09 Claims-made Policies.** If any of the required policies provide coverage on a claims-made

basis:

- A. The Retroactive Date must be shown and must be before the date of the Contract or the date the Contractor starts to perform the services.
- B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Contract.
- C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of Contract work.

**12.10 Verification of Coverage.** Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Article. The County shall receive and approve all certificates and endorsements before the Contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by the Article, at any time.

**12.11 Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Contractor shall ensure that the County is an additional insured on insurance required from subcontractors.

**12.12 Special Risks or Circumstances.** The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**12.13** The Contractor must submit certificates evidencing the insurance to the Risk Management Division at the time the Contractor executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

**13. INDEMNIFICATION**

**13.01** Except for claims arising from the County's gross negligence, the Contractor agrees to indemnify, defend and save harmless the County against, and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the County because of any of the following occurring during the term of this Contract:

- A. Any negligent or tortious act, error, or omission held in a court of competent jurisdiction to be attributable, in whole or in part to the Contractor, or any of its personnel, employees, consultants, agents, or any entities associated, affiliated, (directly or indirectly) or subsidiary to the Contractor now existing, or to be created, their agents and employees for whose acts any of them might be liable.
- B. Any failure by the Contractor, or any of its employees to perform its obligations either implied or expressed under this Contract.

**13.02** The Contractor agrees that it is its responsibility and not the responsibility of the County to safeguard the property and materials that the employees of the Contractor use in performing this Contract. The Contractor must hold the County harmless for costs and expenses resulting from any loss of the property and materials used by its employees pursuant to the performance of the Contractor under this Contract.

**13.03** Nothing in this article shall be deemed to relieve the Contractor of its duty to defend the County, as specified, pending a determination of the respective liabilities of the Contractor and the County, by legal proceeding or agreement. The County shall cooperate with the Contractor in the defense against the suit. In no event shall the Contractor make any admission of guilt or liability on behalf of the County without the County's prior, written consent.

**13.04** For purposes of these provisions, the term "County" includes the County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or to be created, their agents and employees.

**13.05** This indemnity applies without regards to whether the claim, damage, liability or expense is based on breach of contract, breach of warranty, negligence, strict liability, or other tort. This indemnity survives delivery and acceptance of services.

**13.06** This indemnity must not be construed as a waiver of any governmental immunity the County, its agencies, or employees, has as provided by statute or modified by court decisions.

**14. LIQUIDATED DAMAGES**

**14.01** The Contractor shall perform the services according to the schedule contained in Appendices A and D. The Contractor shall be responsible for any loss or damage which results from failure to timely perform the services. Because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which the County would sustain, the Contractor shall pay liquidated damages as indicated. If Contractor does not have the services completed according to the scheduled date, then Contractor shall provide a revised Delivery Date. Contractor shall pay to the County as fixed and agreed liquidated damages, in lieu of all other damages due to such delay, for each calendar day between the specified Delivery Date and the date that Contractor actually completes the services, an amount of \$1,000.00 per day. The liquidated damages shall first be set off against the unpaid portion of the Contract price.

**15. NOTICE OF MATERIAL CHANGES**

**15.01** The Contractor must immediately inform the County of material changes in its operation, ownership or financial condition. Material changes include, but are not limited to:

- A. Reduction or change in staffing assigned to the Contract.
- B. Decrease in, or cancellation of, insurance coverage.
- C. Delinquent payment, or nonpayment, of tax obligations.
- D. Delinquent payment, or nonpayment, of payroll obligations.
- E. Delinquent funding, or nonfunding, of pension or profit sharing plans.
- F. Delinquent payment, or nonpayment, of subcontractors.
- G. Termination of, or changes in, subcontracts.
- H. Transfer, sell, assignment or delegation to an entity other than the Contractor, of ownership or administrative services.

**16. TERMINATION**

**16.01** The County may terminate this Contract without cause at any time, without incurring any further liability, other than as stated in this Article by giving written notice to the Contractor of the termination. The notice must specify the effective date, at least thirty (30) days prior to the effective date of the termination, and this Contract will terminate as if the date were the date originally given for the expiration of this Contract. If the Contract is terminated, the County will pay the Contractor for the services rendered prior to termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the services rendered, and other means which, in the judgment of the County represents a fair value of the services provided, less the amount of any previous payments made. The final payment constitutes full payment. If the Contractor accepts the payment, the Contract is satisfied. The parties agree that no payments under this section will exceed the amount payable under Article 8.

**16.02** The County may terminate this Contract if the Contractor is in default of any of its obligations under the Contract, or has failed to comply with any of the material terms and conditions of this Contract, by giving written notice to the Contractor. Before the County exercises its right to declare the Contractor in default, the County must give the Contractor Notice of its default status and the reasons for such status. If the Contractor does not cure the default within five (5) working days, the Contract is deemed terminated twenty-five (25) days after the date of the Notice. If after Notice, the County determines that the Contractor was not in default, the rights and obligations of the parties are the same as if the Notice had not been issued. Upon terminating the Contract, County shall not incur any further liability to Contractor, except as provided in this Article, which sets forth Contractor's exclusive remedies. The County may procure, upon such terms and in such manner as the County may deem appropriate, Services similar to those terminated, and the Contractor shall be liable to the County for any costs to obtain and transition similar services, provided the Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Article. In addition to any legal remedies otherwise available to the County by law or equity, the Contractor shall be responsible for all additional costs, charges, and damages incurred by the County in connection with the completion of the Contract. Such expenses shall be deducted from any monies due or which may become due the Contractor under the Contract. If such expense exceeds the sum which would have been payable under the Contract, then the Contractor shall pay, on demand, such excess amount to the County. Should a deficiency exist, the County may offset such a deficiency against the compensation to be paid the Contractor in any concurrent, successive or future contracts between the parties. All excess reprocurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be

excluded by any other terms otherwise. The rights and remedies of the County are not exclusive and are in addition to any other rights and remedies provided by law, including the collection of liquidated damages. The Contractor shall be liable to the County for any damages the County sustains by virtue of the Contractor's breach or any reasonable costs the County might incur in enforcing or attempting to enforce this Contract. Such costs shall include costs to secure the deliverables from another contractor, reasonable fees and expenses for attorneys, expert witnesses and other consultants.

**16.03** After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor must:

- A. Stop work under the Contract on the date and to the extent specified in the Notice of Termination.
- B. Obligate no additional contract funds for payroll costs and other costs beyond the date as the County specifies.
- C. As of the date the termination is effective, present all Contract records and submit to the County the records, data, notes, reports, discs, and documents ("Records") as the County specifies, all pertinent keys to files, and carry out such directives as the County may issue concerning the safeguarding or disposition of files and property.
- D. Submit within thirty (30) days a final report of receipts and expenditures of funds relating to this Contract.
- E. Place no further orders on subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under this Contract as is not terminated;
- F. Terminate all orders and subcontracts to the extent that they relate to the portion of work so terminated;
- G. Submit within thirty (30) days a listing of all creditors, subcontractors, lessors, and other parties with which the Contractor has incurred financial obligations pursuant to the Contract.

**16.04** Upon termination of this Contract, all Records prepared by the Contractor under this Contract or in anticipation of this Contract must, at the option of the County, become its exclusive property, whether or not in the possession of the Contractor. The Records are free from any claim or retention of rights on the part of the Contractor except as specifically provided. The County must return all the properties of the Contractor to it.

**16.05** Any intentional failure or delay by the Contractor to deliver the Records to the County will cause irreparable injury to the County not adequately compensable in damages and for which the County has no adequate remedy at law. The Contractor will pay the County five hundred dollars (\$500) per day as damages, and not as a penalty, until it delivers the Records to the County. The County may seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Records which the Contractor consents to as well as all applicable damages and costs. The County has unrestricted use of the Records for the purpose of completing the services.

**16.06** Access to the records prior to delivery must be restricted to authorized representatives of the County and the Contractor. The Contractor has no right to disclose or use any information gathered in the course of its work without obtaining the written concurrence of the County. All the information must be confidential and handled in such a manner at all times as to preserve confidentiality. The Records as well as any related products and materials are proprietary to the County, having been developed for the County for its own and sole use.

**16.07** In addition, each party will assist the other party in the orderly termination of this Contract and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party.

**17. ETHICS IN CONTRACTING**

**17.01** The Contractor must comply with Article 12 of Chapter 120 of the Wayne County Code governing "Ethics in Public Contracting."

**17.02** Contractor's material misrepresentation or delinquency in the disclosures required by section 120-225 of the Wayne County Code constitutes a material breach of this Contract, sufficient to warrant immediate termination and the imposition of liquidated damages (not a penalty) of fifteen percent (15%) of the consideration made or due under the Contract as of the date of termination.

**17.03** If the County determines that the Contractor has made a material misrepresentation or is

willfully delinquent or knowingly evasive in the disclosures required by section 120-225, the Contractor and any other business which has substantially the same principal beneficiaries (as defined in section 120-238 of the Wayne County Code), may be debarred by the Purchasing Director, pursuant to Article 6 of Chapter 120 of the Wayne County Code, from competing for any further County contracts for up to three (3) years.

**17.04** If the contract price is in excess of twenty thousand dollars (\$20,000), or the terms thereof require the approval of the Wayne County Commission, and the Contractor knowingly collaborate in or induces a violation of any of the ethical standards that are set forth in sections 120-225, 120-228, 120-229, 120-230 or 120-233 of the Wayne County Code, the County has the right to impose any one or more of the following sanctions:

- A. Immediately terminate the Contract and require the Contractor to pay the County liquidated damages, and not a penalty of fifteen percent (15%) of the total Contract compensation;
- B. Debar or suspend the Contractor from consideration from competing for further County contracts; or
- C. Recover the value transferred or received in breach of the ethical standards by a County employee or other person.

**17.05** Upon a showing that a subcontractor has paid a surcharge to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount of the surcharge was included in the price of the subcontract or order and ultimately borne by the County and that the County shall have the right to recover the amount of the surcharge from the Contractor. The County may also recover the amount of the surcharge from the subcontractor that paid or is paying the surcharge. Recovery by the County of the surcharge from one offending party shall not preclude recovery from other offending parties. The Wayne County Prosecuting Attorney may initiate and prosecute any civil action needed to enforce this article, if the Wayne County Corporation Counsel declines to do so.

**18. NON-DISCRIMINATION PRACTICES**

**18.01** The Contractor and its subcontractors must comply with:

- A. Titles VI and VII of the Civil Rights Act (42 U.S.C. §2000d et. seq.) and the United States Department of Justice Regulations (28 C.F.R. Part 42) issued pursuant to those Titles.
- B. The Age Discrimination Act of 1985 (42 U.S.C. §6101-07).
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794).
- D. The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.) and its associated regulations.
- E. The Michigan Civil Rights Act (P.A. 1976 No. 453) and the Persons With Disabilities Civil Rights Act (P.A. 1976 No. 220).
- F. Article XI of Chapter 120 of the Wayne County Code governing Equal Contracting Opportunity.
- G. Any other appropriate affirmative action provisions as may be required from time to time by the Director of Human Relations of the County. County shall promptly give notice of any such provisions to Contractor during the term of the Contract.

**18.02** The Contractor and its subcontractors must not:

- A. Refuse to recruit, hire, employ, promote or to bar or discharge from employment an individual, or discriminate against an individual in compensation, terms, conditions or privileges of employment because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.
- B. Limit, segregate, or classify an employee or applicant for employment in a way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affects the employment status of an employee because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.
- C. Print or publish or cause to be printed or published a notice, application, or advertisement relating to employment by the Contractor indicating a preference, limitation, specification, or discrimination based upon race, color, creed, national origin, age, marital status, handicap, religion, familial status, height or weight.
- D. Except as permitted by rules and regulations promulgated pursuant to Article 11 of the Wayne County Code, headed "Equal Contracting Opportunity," or applicable state or federal

law.

- (i) Make or use a written or oral inquiry or form of application that solicits or attempts to elicit information concerning the race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height, or weight of prospective employees;
- (ii) Make or keep a record of that information or disclose that information;
- (iii) Make or use a written or oral inquiry or form of application that expresses a preference, limitation or specification based on race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height, weight, or prior criminal conviction or convictions; or
- (iv) Make, before or during the initial application process, background checks or oral or written inquiries as to prior criminal conviction or convictions.

E. Absolutely bar or otherwise preclude possible employment based on prior criminal conviction or convictions, provided that the prior criminal conviction or convictions is or are not directly related to the position being sought.

**18.03** The Contractor and its subcontractors must not discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of this Contract, with respect to hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed, prior criminal convictions(s) or handicap. This Section does not apply if it is determined by the Division of Human Relations that the requirements are bona fide occupational qualifications reasonably necessary to perform the duties required for employment. The burden of proof that the occupational qualifications are bona fide is upon the Contractor.

**18.04** The Contractor agrees that its subcontractors shall be subject to and shall not violate the nondiscrimination provisions of section 120-192(a) of the Wayne County Procurement Ordinance in performing work on County contracts. The Contractor shall notify its subcontractors that they shall be subject to said nondiscrimination provisions, and shall include said nondiscrimination provisions in its subcontracts. The Contractor shall provide the County with a complete copy of any subcontractor agreement when requested.

**18.05** If the Contract price is in excess of twenty thousand dollars (\$20,000), the Contractor shall comply with the slavery era disclosure requirements of section 120-192(f) of the Wayne County Procurement Ordinance, as implemented by the Wayne County Slavery Era Disclosure Affidavit the Contractor will complete as part of the contract approval process. If it is subsequently determined by the Division of Human Relations that the Contractor has not made a full disclosure in its affidavit of the information required by section 120-192, that failure shall constitute a substantial breach of the terms of this Contract, sufficient to warrant rescission of the Contract, the institution of liquidated damages as set forth in Section 18.07, and debarment from any further business with the County.

**18.06** Breach of any section 120-192 of the Wayne County Procurement Ordinance or of the covenants in this Article may be regarded as a material breach of this Contract.

**18.07** If the Contractor does not comply with the non-discrimination and affirmative action provisions of this Contract, the County may impose sanctions, as it determines to be appropriate, including but not limited to:

- A. Withholding of payments to the Contractor under this Contract until the Contractor attains compliance;
- B. Cancellation, termination or suspension of this Contract, in whole or in part;
- C. Disqualification from bidding on future contractors for a period of no more than three (3) years;
- D. Referral to Corporation Counsel for consideration of injunction, liquidated damages or other remedies; and/or
- E. Because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which the County would sustain, the imposition of liquidated damages (not a penalty) in the amount of five hundred dollars (\$500) per day, for each day that the Contractor shall fail to comply with said requirements, as determined by the Purchasing Director, in

consultation with the Director of Human Relations and Corporation Counsel. The liquidated damages shall first be setoff against the unpaid portion of the Contract price, and the balance to be paid by the Contractor.

**18.08** If the Contract is funded, in whole or in part, by federal funds and if the County has been authorized by the funding source to require an affirmative action commitment from contractors who are to be paid from those funds, Contractor must establish and implement a good faith plan and goal to eliminate the continuing effects of past discrimination, which is determined by the Division of Human Relations to be appropriate for that purpose.

**18.09** In the event that this Contract is or becomes subject to federal or state law which conflicts with the requirements of section Article XI of the Wayne County Code, the provisions of the federal or state law shall apply and the Contract shall be interpreted and enforced accordingly.

**19. NOTICES**

**19.01** All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Contract must be given in writing and mailed by first-class mail and addressed as follows:

If to the Contractor:

*Global Office Solutions  
27759 HESUP DR, NOVI, MI 48377  
Phone: 248-449-9100  
E-mail: info@globals23.com*

If to the County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**19.02** All notices are deemed given on the day of mailing. Either party to this Contract may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

**19.03** Termination notices, change of address notices, and other notices of a legal nature, are an exception and must be sent by registered or certified mail, postage prepaid, return receipt requested.

**20. JURISDICTION AND LAW**

**20.01** This Contract, and all actions arising from it, must be governed by, subject to, and construed according to the law of the State of Michigan. The Contractor consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Contract. Service of process at the address and in the manner specified in this Contract will be sufficient to put the Contractor on notice. The Contractor will not commence any action against the County because of any matter arising out of or relating to the validity, construction, interpretation and enforcement of this Contract, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction is in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals.

**21. CONFIDENTIAL INFORMATION**

**21.01** If the County discloses confidential information to the Contractor's employees pertaining to the County's past, present and future activities, the Contractor must instruct its employees to regard all information gained by each person as a result of the services to be performed as information which is confidential and not

to be disclosed to any organization or individual without the prior written consent of the County.

**21.02** The Contractor agrees to take appropriate action with respect to its employees to insure that the obligations of nonuse and non-disclosure of confidential information concerning this Contract can be fully satisfied.

**22. COMPLIANCE WITH LAWS**

**22.01** The Contractor must comply with and must require its employees to comply with all applicable laws and regulations.

**22.02** The Contractor must hold the County harmless with respect to any damages arising from any violations of this Article by it or its employees.

**23. COMPLIANCE WITH CONSENT AGREEMENT**

**23.01** The parties acknowledge that this Contract is subject to Public Act 436 of 2012, MCL 141.1541 to 141.1575 ("Act") and the Consent Agreement between the County and the State Treasurer N.A. Khouri from August 21, 2015 through October 18, 2016 ("Consent Agreement Effective Period").

**23.02** Upon written request of the County, the Contractor shall promptly and fully provide all necessary and requested assistance and information under the Consent Agreement and under the Act.

**23.03** The Contractor shall promptly provide notice to the County Executive if the Contractor receives a request for assistance by an officer, employee, agency or contractor of the State Department of Treasury.

**23.04** The Contractor shall promptly provide notice to the County Executive of knowledge or information of any action or omission that could be considered, or that could lead to, a failure to comply with or breach of the Consent Agreement or of a violation of state or federal law with respect to a matter relating to the Consent Agreement, including the Open Meetings Act, 1976 PA 267, the Uniform Budget and Accounting Act, 1968 PA 2, or the Emergency Municipal Loan Act, 1980 PA 243, by the County, the County Commission, the County Executive, or another officer of the County, during the Consent Agreement Effective Period.

**23.05** To satisfy Sections 23.03 and 23.04, the Contractor shall immediately provide notice to the County Executive by sending an email to [consentagreement@waynecounty.com](mailto:consentagreement@waynecounty.com) or by completing the submission form found at [www.waynecounty.com/mb/consent-agreement.htm](http://www.waynecounty.com/mb/consent-agreement.htm).

**23.06** If this Contract is considered "Debt" under the terms of the Consent Agreement, it may not be executed or submitted to the County Executive or County Commission for approval until it has been submitted to the County Chief Financial Officer for approval and verification that the required State Treasurer's approval has been received.

**24. DEBARMENT AND SUSPENSION**

**24.01** The Contractor certifies to the best of its knowledge and belief, that:

- A. The Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;
- B. The Contractor and its principals have not, within a three (3) year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. The Contractor and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 24.01 b above; and;
- D. The Contractor and its principals have not, within a three (3) year period preceding this contract, had one or more public transactions (Federal, State or local) terminated for cause or default.

**24.02** The certification in this clause is a material representation of fact upon which reliance was placed. When the County determines that the Contractor knowingly rendered an erroneous certification, in

addition to other remedies available to the County, the County may terminate this Contract for cause or default.

**24.03** The Contractor shall provide immediate written notice to the County if, at any time, Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**24.04** The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

**24.05** The Contractor agrees that 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 County.

**24.06** The Contractor further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the County, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**24.07** A Contractor may rely upon a certification of a 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 Contractor may decide the method and frequency by which it determines the eligibility of its principals. Each Contractor may, but is not required to, check the Non-procurement List (of excluded parties).

**24.08** 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 Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**24.09** If a Contractor is in a 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 County, the County may terminate this transaction for cause or default.

**25. PROMPT PAYMENT**

**25.01** If the Contractor should subcontract a part of the obligations under this Contract to a business which has been certified by the County's Division of Human Relations as a small or disadvantaged business enterprise, the Contractor shall make prompt payments to each such subcontractor as the subcontract is performed which are at least equal to the prompt payments which are due to the Contractor under the provisions of this Contract. Unless alternate terms which have a similar purpose and effect are otherwise agreed upon in writing, the Contractor shall make payment within forty-five (45) days after delivery or satisfaction of the subcontract, or receipt of a complete invoice therefore, whichever is later. If an invoice is filled out incorrectly or contains a defect or impropriety, the Contractor shall notify the subcontractor of that fact within ten (10) days after receipt of the invoice. The 45-day period shall be extended by each day over five (5) days which the subcontractor takes to make a correction. If a payment is past due, the Contractor shall pay to the subcontractor an additional amount to be calculated on a daily basis which is equal to an annual rate of interest of nine percent (9%) (amount overdue X number of days overdue X .000246575). Interest shall not be due if payment is delayed because of a good faith disagreement between the Contractor and the subcontractor regarding contract performance and the dispute is resolved in favor of the Contractor. This provision is expressly intended to create a third-party right which is legally enforceable by a subcontractor. This provision does not, however, create a duty on the part of the County to seek enforcement of a default of this provision or to make payment to the subcontractor on behalf of the Contractor.

**26. SUBCONTRACTING AND ASSIGNMENT**

**26.01** The Contractor may subcontract with the companies listed in Appendix C, List of Subcontractors. Appendix C shall identify each such subcontract by stating the name and address of the subcontractor, describing in a general manner the services that will be subcontracted, and stating the percentage of this Contract, by dollar value, that will be subcontracted. The Contractor shall not terminate any subcontractor, without the County's prior written approval. Such approval shall not in any way relieve the Contractor of full responsibility for the performance of the Contract. The Contractor shall provide the County with immediate notice when a Wayne County-based subcontractor is terminated or substantially displaced by

a subcontractor who is not so qualified. The Contractor must also direct notices to the attention of the individual specified in the Notice provisions, Article 19. The Contractor must not assign this Contract, nor any part, or subcontract any of the work or services to be performed without the County's prior written approval. Any unauthorized assignment or transfer will be considered a breach of this Contract and result in the termination of the Contract at the County's discretion. If the Contract is not terminated, the assignment shall be deemed null and void.

**27. BANKRUPTCY OR INSOLVENCY**

**27.01** If the Contractor is adjudicated bankrupt or insolvent, or if a trustee is appointed over the Contractor or any of its property, whether it is a third party or Contractor as debtor-in-possession (referred to as "Contractor" in this Article unless the context clearly requires otherwise) the following rights, obligations and limitations control:

- A. Contractor or any trustee must not assign any or all of its rights, title or interest, in or to this Contract, as this Contract is for the delivery of professional services and related services, as to which the County is entitled to insist upon performance solely by the Contractor.
- B. Contractor or any trustee may only assume this Contract if it provides adequate assurance of future performance. Adequate assurance of future performance means proof reasonably satisfactory to the County
  - (i) adequate financial capacity to employ or contract with sufficient personnel to perform the services assigned to the Contractor as provided in this Contract, and to pay for all services contracted for by the Contractor;
  - (ii) adequate financial capacity to own, operate, lease or obtain sufficient facilities and supplies to perform the services assigned to the Contractor as provided for in this Contract; and
  - (iii) adequate financial and professional capacity to maintain the professional standard provided in this Contract. The reasonable determination of the County as to the adequate professional capacity of the Contractor is determinative.
- C. Because of the unique nature of the services this Contract requires the Contractor to provide, the Contractor agrees that any requests by the County that the trustee or it as debtor-in-possession assume or reject this Contract in a shorter time than provided for in 11 U.S.C. §365 is reasonable so long as the trustee or Contractor receives no less than five (5) business days' notice.
- D. If this Contract is terminated during bankruptcy proceedings or if the trustee or debtor-in-possession successfully and properly obtains a court order rejecting this Contract, the Contractor as debtor-in-possession or its trustee must cooperate with the County in arranging for the orderly transfer of responsibilities to persons or entities as the County may designate. The rejection is not effective until the orderly transfer of responsibilities, consistent with sound professional practice, has been completed.

**27.02** Although neither party has the right to terminate the Contract merely because the other is adjudicated bankrupt or insolvent or a trustee or a debtor-in-possession is appointed over any parties' property, each party retains all of the other termination rights set forth elsewhere in this Contract during the period of any proceedings under the Bankruptcy Code.

**28. MISCELLANEOUS**

**28.01** The Contractor covenants that it is not, and will not become, in arrears to the County upon any contract, debt, or any other obligation to the County, including real property and personal property taxes.

**28.02** Articles 12, 13, 19, and 21 survive termination of the Contract.

**28.03** All the provisions of this Contract are "covenants" and "conditions" as though the words specifically expressing or imparting covenants and conditions are used in each provision.

**28.04** If any Affiliate of the Contractor takes any action which, if done by the Contractor, would constitute a breach of this Contract, the action is deemed a breach by the Contractor. "Affiliate" is a "parent", subsidiary or other company controlling, controlled by or in common control with the Contractor.

**28.05** Neither party is responsible for force majeure events. If there is a dispute between the parties with regard to what constitutes a force majeure event, the County's reasonable determination is controlling.

**28.06** Unless the context otherwise requires, the words, "herein", "hereof" and "hereunder", and other words of similar import, refer to this Contract as a whole and not to any particular article, section, or

other subdivision.

**28.07** The headings of the articles in this Contract are for convenience only and must not be used to construe or interpret the scope or intent of this Contract or in any way affect the Contract.

**28.08** As used, the singular includes the plural, the plural includes the singular, and the use of any gender is applicable to all genders.

**28.09** The Contractor warrants that any products sold or processes used in the performance of this Contract do not infringe upon or violate any patent, copyright, trademark, trade secret or any other proprietary rights of any third party. If a third party makes a claim against the County, the County must promptly notify the Contractor. The Contractor must defend the claim in the name of the County, at the Contractor's expense. The Contractor must indemnify the County against any loss, cost, expense or liability arising out of the claim, whether or not the claim is successful.

**28.10** No failure by a party to insist upon the strict performance of any term of this Contract or to exercise any term after a breach, constitutes a waiver of any breach of term. No waiver of any breach affects or alters this Contract, but every term of this Contract remains effective with respect to any other then existing or subsequent breach.

**28.11** The Contractor shall secure all permits necessary to perform the services and shall comply with all statutes, ordinance, and laws.

**28.12** If any provision of this Contract or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the Contract, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

**28.13** This document, including the Appendices, contains the entire agreement between the parties and all prior negotiations and agreements are merged in this document. Neither party has made any representations except those expressly set forth. No rights or remedies are, or will be acquired by either party by implication or otherwise unless set forth.

**28.14** The County or the Contractor may contract with other firms providing the same or similar services so long as the Contractor's obligations to the County contained in this Contract will not be affected in any manner.

**28.15** If the division of Human Relations determines that the Contractor has not made a full disclosure in its affidavit regarding its investments in, support or profit in some manner from the institution of slavery, that failure shall constitute a substantial breach of this Contract, sufficient to warrant rescission of the Contract, the institution of liquidated damages, and debarment from any further business with the County.

**28.16** No change to this Contract is effective unless it is in writing, references this Contract, and is signed and acknowledged by duly authorized representatives of both parties.

**29. AUTHORIZATION AND CAPABILITY**

**29.01** The Contractor warrants to the County that it has taken all corporate actions necessary for the authorization, execution, delivery and performance of this Contract. It is ready to perform its obligations. The Contractor further warrants that the person signing this Contract is authorized to do so on behalf of the Contractor and is empowered to bind the Contractor to this Contract.

**29.02** This Contract is effective only upon review and approval by the Wayne County Commission.

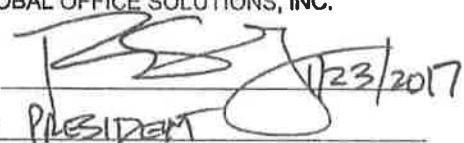
30. SIGNATURE

30.01 The County and the Contractor, by their authorized officers and representatives have executed this Contract.

GLOBAL OFFICE SOLUTIONS, INC.

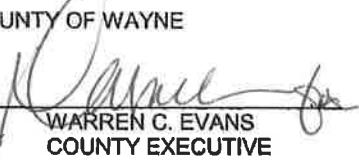
By:

Its: PRESIDENT



1/23/2017

COUNTY OF WAYNE

By:   
WARREN C. EVANS  
Its: COUNTY EXECUTIVE

APPROVED AS TO FORM

By:

DEPT OF CORPORATION COUNSEL

311198  
Rev11/13/17



**Warren C. Evans**  
*County Executive*

**APPENDIX A – VENDOR PROPOSAL**

**APPENDIX A**  
Written Responses to Open Questions in Bid Document

Page 10 of 40

**2.4 SERVICE CAPABILITIES**

**A. Communication Plan/Contract Management**

Vendors shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

**NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.**

**GOS uses a primary Account Manager as a single point of contact for all communication. This is done via telephone, email, or in person. If other forms of communication are required, we will comply. We have used this method in working with Wayne RESA since 2005 and have been rated as a top performing supplier for over a decade.**

**B. Primary Account Representative**

Vendors must identify by name and location the primary account representatives who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. This information shall be provided to Wayne County Purchasing.

**GOS's primary Account Manager will be Conner Farley. Conner will also be the main contact for reports and bid documents.**

**2.5 ORDER / DELIVERY / REPORTING / CUSTOMER SERVICE**

**A. Generally**

Vendors shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order.

**GOS uses Microsoft Dynamics as our ERP and e-procurement solution for our clients. This is the system numerous Wayne School Districts have used for a decade. We also can integrate with 3<sup>rd</sup> party e-procurement solutions as we have done with Wayne RESA.**

**Our customer service is supported by the primary AM. The AM can handle all questions, concerns, phone & fax orders, BTS orders and all service related issues.**

The vendor shall provide a state-wide toll free phone number for phone orders. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

It is preferred that the Vendor have a Product Order Form and an accessible customer service department with an individual specifically assigned to the Wayne County extended purchasing consortium. Customer inquiries should be responded to within 48 hours or two (2) business days.

Page 11 of 40

**APPENDIX A**  
**Written Responses to Open Questions in Bid Document**

**C. Multi-Point Orders**

Multi-point orders are orders placed with multiple ship-to locations. Failure to honor multi-point orders may result in cancellation of current contract and dropping the Vendor from future bids.

All Products furnished must be in conformity with the Specifications and will be subject to inspections and Product Acceptance by the individual Customers after delivery. The right is reserved to reject and return at the risk and expense of the Vendor such portion of any shipment, which may be defective or fails to comply with Specifications, without invalidating the remainder of the order.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**GOS has performed this at the highest level for Wayne RESA for a decade. We have created new innovative methods for the schools which have resulted in significant soft cost savings that have been recognized and documented. Further details can be provided upon request.**

Page 12 of 40

**F. Packaging Requirements**

It is a requirement that the Vendor provide commercial grade packaging capabilities. Paper and equipment shipments shall be palletized whenever possible.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**GOS has fulfilled each individual schools request for specific delivery requirements for over a decade for Wayne County Schools RESA and has met every unique request. We have also worked with the schools to improve these processes which have resulted in significant soft cost savings. Further detail is available upon request.**

**G. Reporting Capabilities**

Vendors are required to submit quarterly sales to Wayne County Purchasing for all sales utilizing Master Agreement by customer or ordering entity.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**Global Office Solutions regularly provides its key customers with extensive reporting that supports tracking true cost and cost containment trends. Reporting includes not only product usage but meaningful business and operational metrics that are designed to align business objectives and drive both hard and soft cost improvements. All reporting can be published monthly and can be provided in Excel, Tab Delimited, CSV or PDF format. We are capable of customizing specific reports that include purchasing or operational data that is important to end-users. Typically the reporting requirements are established during the new customer set-up and implementation phase.**

**Our data capture and reporting includes but is not limited to the following:**

**Internet Utilization Reporting**  
**Reporting Level**  
• Total Company

**APPENDIX A**  
Written Responses to Open Questions in Bid Document

- **Physical Location**
- **Cost Center**
- **Administrator**

**Contract Utilization Reporting**

**Reporting Level**

- **Total Company**
- **Physical Location**
- **Cost Center**
- **Administrator**

**Physical Ship To or Cost Center Reporting**

**Reporting Attribute**

- **Percent of purchases via Internet**
- **Percent of purchases on contract**
- **Total number of orders in reporting period**
- **Total number of order below \$50 in reporting period**
- **Average order size**
- **Line fill rate**
- **Credits dollars as a percent of purchases**
- **Breakout of purchases by product category**
- **Trending for each of the above reporting attributes**

**Product Category Metrics**

**Reporting Attribute**

- **Contract vs. off-contract**
- **Percent breakout by product category**

**Operational Metrics**

**Reporting Attribute**

- **Order fill rate (# of orders with a backorder divided by total # of orders for period)**
- **Line fill rate (# of backordered lines divided by total # of lines for period)**
- **On time & complete percent (# of orders delivered error free by customers required delivery time divided by total number of orders for period)**
- **Return and credit tracking**
- **Average order size**

**Trending Metrics**

**Reporting Attribute**

- **Internet utilization month over month**
- **Contract utilization month over month**
- **Product category utilization percent month over month**
- **Line file rate month over month**
- **Products that are MBE, WBE, recycled, Emerging Market**

Global Office Solutions also has the ability to produce ad-hoc reporting within the month at the transaction level. Special ad-hoc reporting can be requested from our reporting administrator. Custom flat files can also be produced and imported into a report generator for specific end-user queries. Pivot Tables can be developed that allow purchasing managers the ability to drill into specific data.

Offline Business Reporting is 100% customizable. Our philosophy surrounding this reporting is "You can't manage what you can't measure". This reporting must be actionable and executable. Through the use of our Quarterly Business Reporting, we help our clients actively manage all product categories that we supply. Some examples are as follows:

**APPENDIX A**  
Written Responses to Open Questions in Bid Document

- **Usage Reports (by product, by location, etc.)**
- **On & Off Contract Ordering (Compliance)**
- **User Non-compliance**
- **Cost Savings (Hard & Soft)**
- **Emerging Market Product Savings**
- **Fill Rate Metric**
- **Customer Satisfaction**
- **Issue Resolution Timing Metric**

Page 14 of 40

## 2.7 MARKETING/PROMOTIONAL CAPABILITIES

The responsibility for marketing will be primary with the Vendor and in coordination with Wayne County, Lead Agency for Master Agreement. Proposal respondents must submit marketing plan with dates from contract implementation that includes all of the following:

- A. Transition / Implementation Plan
- B. Marketing Methodology (mail, email, website)
- C. Staff Servicing the Contract (include specific names, titles, locations and responsibilities)
- D. Tools and Resources (online ordering, comparison tools, webinars, videos). Provide the URL of a Wayne County-specific or similar site and provide a test user name and password if logging in is required to view the site.
- E. Marketing Materials (Attach examples) and any other value added items. All marketing materials are subject to Wayne County review and approval prior to release.
- F. Vendors will be required to receive and transmit all order information in .xls and .cxml.
- G. Vendors will be required to present all product information in electronic catalogs; Wayne County will assist with catalog and technology requirements.

**Global Office Solutions, LLC (GOS), has developed a 6-step process for marketing the Wayne County program to all Wayne County members. With the understanding that Michigan local units of government can benefit from Wayne County's negotiating and purchasing power by permitting them to purchase from Wayne County's contracts on the same terms, conditions, and prices by utilizing the Wayne County Office Supply Contract, GOS would insure these agencies would benefit not only from the reduced cost of goods and services, but also from indirect savings related to writing specifications, researching industries, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards.**

### Step 1: GOS - Wayne County Website

**GOS would deploy a website dedicated to the promotion of Wayne County. Office supplies are among the most frequently used contract within the Wayne County program. GOS would start marketing our Wayne County contract by having our dedicated website listed on the Wayne County website with our contact information, contract number, contract expiration date, contact person, and ordering instructions. We would also ask Wayne County to promote our site through their Wayne County site, utilize the RSS feeds to market and to allow GOS to post Wayne County Member success stories.**

**The dedicated GOS - Wayne County website would be the hub of our marketing activities as all marketing initiates would point back to this website. The website would explain the benefits of the Wayne County program and show examples of the savings possible by utilizing Wayne County. We would work with Wayne County to insure we were driving traffic to Wayne County's Wayne County site also.**

APPENDIX A  
Written Responses to Open Questions in Bid Document

**Initial Announcement – Introduction of Global**

- a. To include why state selected Global – benefits to state (savings, efficiencies, cost reductions, rebate, supporting local small business enterprises, etc.) and benefits to individual participants (ease of doing business, promotions, education that could be via vendor sponsored lunch and learn webinars – going green, office wellness, physical (filing and storage, backup) and electronic organization, etc.)

**Step 2: Initiate 6-month PR Campaign**

GOS will launch a short-term burst of public relations activity to promote the Wayne County program. In addition to developing and distributing press releases, this initiative would work on developing topical talking points around co-operative public purchasing programs and their savings potential. Our team has strong experience in working directly with Wayne County and promoting these programs.

**Step 3: Direct Marketing (Direct Mail & Email)**

GOS would develop quarterly direct marketing campaigns that would highlight the savings available through the Wayne County program. The campaigns would target all current Wayne County members and those entities that would qualify as a member. Each quarterly campaign would include 4 direct mail pieces and 4 emails sent throughout the quarter. These direct marketing pieces would promote the program and the saving that could be realized through the program. Each direct marketing piece would direct user back to our Wayne County website for additional information. In addition each direct marketing piece would be followed up with phone calls from our internal sales staff making Wayne County members and potential members aware of the savings available to them through the program.

**Step 4: Sponsored Search Campaign Management**

The popular search sites including Google, Yahoo, and Bing each have programs that enable website owners to purchase search listings for desired keyword phrases. GOS will launch a sponsored search campaign around keywords related to office supplies and co-operative public purchasing programs. Our goal would be to attract entities that would qualify for Wayne County to our GOS - Wayne County website when their searching on the web for office supplies.

**Step 5: Social Media Marketing**

Our social media marketing campaign would focus on “listening” to the conversations currently occurring with current and potential Wayne County participants around the topic of office supplies. These conversations provide vital insight into the wants and needs our target audience and can provide us with opportunities to engage them. Utilizing social media monitoring tools we can monitor hundreds of thousands of social media properties in real time. These tools can help us efficiently locate opportunities for Wayne County.

In addition we will also use social media properties and tools such as Twitter, LinkedIn, Facebook, YouTube and Blogs to promote Wayne County to current and potential participants.

**Step 6: Attend Events / Conferences**

This initiative depends on the availability of conferences and events where current and potential Wayne County participants may be in attendance, but it is another excellent opportunity to improve relationships

**APPENDIX A**  
**Written Responses to Open Questions in Bid Document**

**and introduce the Wayne County program. Our booth at these events would focus on savings realized by utilizing the Wayne County program. Staff would be trained to educate potential Wayne County participants about how the program work and how to sign up for it.**

**GOS would also send a mass mailing and email referencing this contract and Wayne County availability to any of the city, village, county, township, school district, intermediate school districts, non-profit hospitals, institutions of higher learning, or community or junior colleges within Michigan. A part of GOS's marketing plan would be having our Strategic Account Executives who would call on directly and follow up with any sales calls including direct site visits. This will include Conner Farley, Matt Dull and Phil Taucher. Additionally, GOS will offer strategic incentive conversion and rebate allowances to Wayne County Members on an per member basis in order to facilitate the participation in the program.**

Page 16 of 40

**2) GENERAL SUBMITTAL REQUIREMENTS:**

**A. NUMBER OF COPIES:** One original, plus four copies (five total) of the entire proposal must be submitted. The original must be marked "ORIGINAL". Each copy must be identical to the original. The Proposals must be in labeled 3 ring binders. In addition **an electronic copy of the complete Proposal must be submitted** on a CD, DVD or USB drive in PDF or Microsoft Office (.doc, .docx, .xls, or .xlsx) formats.

**C. PROPOSAL CONTENT:** The Proposer must include the following items, or the proposal may be deemed non-responsive and rejected without any further evaluation.

1. All forms contained in Section 5 in the RFP, fully completed.
2. A copy of Proposer's latest audited, reviewed or compiled financial statements (balance sheet, income statement, statement of cash flows, footnotes) prepared by an independent certified public accountant. If your company is not required by federal, state and local law, financial institutions, or company management to have audited, reviewed or compiled financial statements prepared by an independent certified public accountant, you may submit an internally generated balance sheet and income statement instead.
3. Evidence showing that the Proposer meets each of the Minimum Qualifications listed in the Scope of Work on this RFP.
4. A complete response to each of the items in the next section, which are specific to the evaluation criteria.

Page 17 of 40

**3) SUBMITTAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:**

**A. COMPANY INFORMATION/CAPABILITIES:** Indicate your company information and its capabilities that enable you to perform the Scope of Work contained in this RFP by completion of the Proposal, Pricing Sheet(s) and supporting documents.

- a. **Global Office Solutions, 22759 Heslip Drive, Novi, MI 48375**
- b. **We have been an Wayne County Schools RESA awardee since 2005 and have an extremely strong track record of price savings and superior service levels.**

**APPENDIX A**  
**Written Responses to Open Questions in Bid Document**

- c. We deliver on company owned and operated vehicles to provide a significantly higher level of delivery service.
- d. We are part of \$15B buying consortium and buy direct from manufacturers at the lowest price by law.
- e. We are a strong Michigan based small business serving clients since 1998.
- f. Our robust IT infrastructure allows us address any client need.

**B. PRIOR EXPERIENCE/PAST PERFORMANCE:** Past performance and business experience with the Wayne County will be part of the evaluation and technical scoring for this section, including but not limited to:

- 1. Contract Compliance
- 2. Reporting
- 3. Product and Pricing Update
- 4. Communication

**GOS has a long history of hitting the highest level of all the above mentioned with Wayne County Schools RESA.**

**We have always maintained Contract Compliance and created a price audit report to document this.**

**Our reporting has repeatedly been regarded in a class by itself, as no other supplier has met our level of reporting tools.**

**Product and Pricing updates are done electronically and communicated well in advance.**

**Communication is key and is done via multiple outlets such as email, website messaging, phone and mail.**

**C. STAFFING**

The Respondents must be able to provide adequate staff to properly service the Contract. Identify the key personnel by name and title that will be assigned to the Contract. As part of the Business Staffing Plan, discuss their primary responsibilities, and indicate where these personnel will be physically located during the Contract performance.

**The GOS Account Manager for Wayne County will be Conner Farley, located in our Novi, MI location.**

**The Account Manager is engaged in:**

- All aspects of the day-to-day account support
- Placing orders, researching for items not found in our catalog, processing returns and a wide range of other support functions
- Resolving customer issues regarding orders, online functions, follow up on special orders and backordered items

**Qualifications:**

- Available 100% of the time to support Wayne County and all affiliated Wayne County organizations
- Excellent communication, organization, and teamwork skills
- Actively looks for ways to help people

**APPENDIX A**  
**Written Responses to Open Questions in Bid Document**

- **Analyzes information and evaluates results to choose the best solution and solve problems**
- **Develops constructive and cooperative working relationships with others, and maintains them over time**
- **Ability to communicate information and ideas in speaking so others will understand**
- **Provides prompt responses to customers with clear, concise answers**
- **Works with organizations to help facilitate communication and insure a positive feedback**

**E. DELIVERABLE REQUIREMENTS**

**1. PRODUCT QUALITY**

- a. Specifications
- b. Packaging
- c. Quality Assurance Program
- d. Warranty/Service Technical Support

**2. SERVICE CAPABILITIES**

- a. Ordering Process and Customer Service
- b. Post-Sale Service
- c. Minimum Order Requirements
- d. Reporting

Page 18 of 40

- e. Marketing/Outreach for Wayne County

**3. DELIVERY CAPABILITIES**

- a. Time Frames
- b. Delivery Term
- c. Order Fulfillment Rate

**4. PRICING**

- a. Proposal Pricing
- b. Proposal Offerings
- c. Quantity Term
- d. Rebates

**5. PROMOTIONS**

**6. PROJECT PLAN/MARKETING**

- a. Marketing Plan
- b. Communication Plan
- c. Value-Added Benefits/Resources

Page 19 of 40

**F. EXPERIENCE AND QUALIFICATIONS**

1. Describe how you meet or exceed the minimum qualifications in the Scope of Work in this document

**APPENDIX A**  
**Written Responses to Open Questions in Bid Document**

**GOS has been servicing clients both in the public and private sector since 1998. As a Michigan based supplier, we have a proven track record with both large and small clients for cost savings and service levels. By supporting Wayne County Schools RESA and other districts, along with multiple Cities and other public entities, GOS exceeds all qualifications in this Scope of Work.**

2. Describe the experience (including years of experience) in providing similar contracts.

**GOS has been awarded and servicing Wayne County Schools RESA since 2005.**

3. Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contract name and telephone number. If key personnel are to be proposed (see next item) you should add the following: Clearly indicate for the projects which, if any, of the proposed key personnel worked on each.

**Wayne County Schools RESA**

**Chuck Wolford**

**33500 Van Born Rd., Wayne, MI 48184**

**734-334-1511**

**2005 – present**

**Bid awarded yearly for school and office supplies**

**Quicken Loans**

**Dan Sims**

**1050 Woodward Ave, Detroit, MI 48226**

**313-373-4765**

**2009 – present**

**Bid awarded for office supplies at a National level**

**Livonia Public Schools**

**Barbara Stoner**

**15125 Farmington Rd., Livonia, MI 48154**

**734-744-2537**

**2007 – present**

**Re-awarded bid in September 2015 as independent bid solely for Livonia School District**

4. Describe the experience and qualifications of key personnel.

Key personnel from GOS who worked on these projects were Reuben Levy, President, and Jeff Summers, COO.

**Reuben Levy is the Founder of GOS, and has 28 years of experience in the industry. Starting GOS in 1998, he has grown it to be one of the largest dealers in Michigan. Reuben has his BChE from University of Michigan. Reuben's entrepreneurial thought process has continually driven the rapid growth at Global.**

**Jeff Summers is the COO of GOS and has been on board since 2005. Jeff has been in the industry for 34 years, drove the sale of Silver's, the largest dealer in Michigan (\$70M) in 1994 to Office Depot, then ran Office Depot's Merchandising for nearly 8 years and was in charge of \$4B in purchasing.**

**APPENDIX A**  
Written Responses to Open Questions in Bid Document

**G. ORDER, DELIVERY AND ACCEPTANCE OF GOODS**

1. Submit a workflow or describe process on how Scope of Work can be achieved.

**Step 1. GOS/ Wayne County Implementation Team**

The Cross-Functional Implementation Team consists of members from both companies and is responsible for all aspects of the implementation. This includes everything from defining objectives to program rollout and monitoring participation.

**Step 2. Establishing the Implementation Schedule**

A customized Implementation Timetable is jointly developed to allow for a smooth transition to GOS. This timetable is mutually updated with a status message on a weekly basis to continually keep the team on target.

**Step 3. Developing & Communicating Your Implementation Plan**

The Implementation Team formulates and disperses a customized Implementation Plan, which serves as a "blueprint" for service consistency. The plan resides on our Intranet system so up-to-the-minute service requirements are readily available.

**Step 4. Introducing the Program to End-Users**

As a key element of your Implementation Plan, a comprehensive communication is released to all end-users announcing the program, highlighting the benefits and providing instruction. The customized roll out package can be delivered in a variety of formats and can include: how-to guides, catalogs, order forms, contact information, samples, etc.

**Step 5. Monitoring the Program's Success**

The Implementation Team remains in place for the first 90 days after the roll out date. Thereafter, the Team reconvenes regularly to discuss: program success, improvement opportunities, end-user feedback, annual usage data, product changes, GOS performance, future goals and objectives, etc.

Bidding and awarding a contract is only the first step in achieving your goals. In selecting a partner, it is critical that you have confidence they can facilitate a seamless and timely program implementation. No less important is your supplier's high integrity and ability to drive continuous improvement. GOS has the proven ability to implement complex national programs in a concise timeframe. We utilize thorough communications, CRM systems and a refined Communication and Compliance Program to gain quick adoption.

Furthermore, we are committed to continuous reviews, benchmarking, and enhancement of the agreements we have in place. Through detailed reporting, ProForma savings tools and proactive Business Reviews, we can guarantee your goals for the contract are met more thoroughly and more effectively than any other competitor.

2. Submit a proposed timeline for implementation of Wayne County end user account set-up, approval levels, awarded item implementation.

Global Office Solutions has developed highly-effective, comprehensive implementation plans for our complex customers. Our team has a great deal of experience in working with clients to get their programs up and running as quickly and seamlessly as possible. We understand the complexities of dealing with organizations like Wayne County very well, and plan and execute our implementation procedures with a high degree of efficiency (i.e. CMERDC, Federated Insurance,

APPENDIX A  
Written Responses to Open Questions in Bid Document

API, etc). Our management team has extensive experience in implementing highly complex, strategic accounts throughout Wayne County and across the country.

The success of our implementation plans depends largely on our ability to secure accurate, timely information from our clients. While we will perform the majority of the work, we will need access to the following resources to ensure a rapid, successful implementation (and to minimize potential disruption or end-user dissatisfaction after our agreed-upon go-live date). Specifically, we will need:

- ✓ A dedicated key contact and/or Project Manager(s) for Wayne County (i.e. our point person/persons for data collection, additional information and problem resolution).
- ✓ Complete samples of required reports by agency, including delivery timelines, formatting, delivery methods, etc.
- ✓ Complete list of specialty SKU's and/or proprietary items
- ✓ Complete list of agencies, cost centers, approved end-users, e-mail addresses, P-Card information, order approval procedures, ship-to address, delivery requirements, hours of operation, item/category blocking information, etc.
- ✓ Complete IS (information systems) data and description of any unique system parameters security protocols,
- ✓ Complete information regarding expected rollout and ongoing communication protocols and preferred vehicles (i.e. e-mail, fax, hard-copy, e-Commerce home page messages to end-users, etc).
- ✓ Access to the Wayne County team on a weekly basis for formal checkpoint meetings/discussions.

We would anticipate a 30-60 day implementation process for Wayne County (the process described below assumes a five-week rollout plan, keeping in line with the 30 day request from Wayne County for implementation, as we would begin roll-out on week 5, but given the complexities of the Wayne County contract a 60 day rollout plan may be more reasonable and appropriate). If the information requested above is provided in a timely manner our online ordering system would be available to authorized users within 30 days. It will, however, be available to select end-users before then, as we process a defined set of test orders to ensure that the system is fully functional, with accurate pricing, cost-center and end-user information.

Global Office Solutions certainly can and will conduct a comprehensive product show as part of our implementation plan, if required or desired by Wayne County. We routinely conduct a series of product shows throughout the year for our existing clients, and have conducted successful implementation plans for new clients, with and without vendor product shows (depending on the required timeframes, the number of locations, the number of end users, etc).

The following is an outline of a potential five (5) week implementation plan. Again, given the complexities of Wayne County organization it may be more appropriate to plan on a 60-day rollout schedule (these issues will be addressed in detail during our first planning meeting with the Wayne County). This plan will of course be revised and amended as needed after our initial planning sessions with your team.

**Week 1**

**Planning/Due Diligence**

During the planning phase of the operational setup a GOS Conversion Task Force (CFT) team meet with the designated representatives of Wayne County to plan and establish responsibilities, expectations, key contacts and agreed-upon timelines. We will develop a detailed GAANT chart following that meeting that will serve as our mutual guide throughout the implementation process. Quality Assurance milestones will be established, as well as prescribed Corrective Action Steps, and incorporated into the GAANT documents. Specifically, we will

- Identify general business requirements and process needs.
- Finalize implementation timeline and content.
- Review data files required to establish Wayne County entities, end-users and locations.

**APPENDIX A**  
Written Responses to Open Questions in Bid Document

- Finalize user communication plan and timeline with Wayne County team.
- Identify communication protocols
- Determine content of Wayne County's custom Internet portal.
- Define reporting requirements for post go-live measurement.
- Define criteria for custom catalog content.
- Identify training needs, timelines and implementation sequence/priorities by Wayne County entity (as well as the associated resource requirements, including personnel, data, hardware, software, marketing and communication collateral, etc.)
- Develop training action plan for Internet users (i.e. group sessions, Webinar sessions, Telephone sessions, etc.).
- Identify any non-Internet users or locations and develop protocols for program rollout to those entities and/or end-users
- End-of-week checkpoint meeting between Wayne County Project Manager(s) and GOS CTF Team.

**Week 2**

**Data Collection/Client Process Review**

- Collect Wayne County entity and end-user data.  
Our assigned Wayne County team will gather and format all data for loading into the GOS system. This information includes:
  - All ship-to entities, locations, and end-users
  - P-Card information
  - Additional end-user information (i.e. complete names, phone numbers, fax numbers, e-mail addresses, user authorization & approval set up, etc.)
- Setup GOS systems with Wayne County data.
  - Format all received spreadsheets to GOS import ready.
  - Load data files.
  - Verify loaded data and test all files.
- Communication Wave 1
  - Announcement of new Office Supply program
    - GOS will create communication materials (to be approved by the appropriate Wayne County representative(s)) that will ideally be distributed electronically and via hard-copy on official Wayne County letterhead to all users at the beginning of week 2.
    - Launch Wayne County custom portal. Users will be directed here for more information and ongoing program updates/real-time information.
  - Schedule training sessions with all identified users.
  - End-of-week checkpoint meeting between Wayne County Project Manager(s) and GOS Implementation Team.

**Week 3**

**Systems Integration, Communication, Training**

- GOS system setup and testing
  - Establish Wayne County order process workflow in GOS system.
  - Load parameters and order approval system rules.
  - GOS will process test orders for all Wayne County entity and end-user scenarios.

**APPENDIX A**  
Written Responses to Open Questions in Bid Document

- **Communication Wave 2**
  - Call pre-identified users (i.e. proactive call to eliminate unnecessary calls to Wayne County support teams by end-users)
  - Email batch transmission to all users.
  - Postcard hard copy mailing scheduled to arrive 3-4 days after email.
  - Mail Office Product Handbooks, catalogs and/or net pricers and updated Essentials List to all approved Wayne County entities and end-users.
- **Training**
  - GOS will conduct training sessions as defined in the planning stage.
  - Onsite training will be conducted throughout the state accordingly to an agreed-upon schedule.
  - GOS to conduct training for other locations via Webinars and telephone calls or on-site as defined in Week 1 planning.
- **End-of-week checkpoint meeting between Wayne County Project Manager(s) and GOS Implementation Team**

**Week 4**

**System Testing & Final Preparation**

- **Testing Results and Final Preparation**
  - Review results of test orders.
  - Test billing protocols and data capture by Wayne County entity and end-users.
  - GOS team to meet with Wayne County to review/discuss any final go-live requirements or changes.
- **Training**
  - Complete final training sessions.
- **End-of-week checkpoint meeting between Wayne County Project Manager(s) and GOS Implementation Team**

**Week 5**

**Program Launch**

- **Program launches.**
- **Go-live reminder communications.**
  - Email and/or postcard reminder with Wayne County to all entities and end-users
- **End-of-week checkpoint meeting between Wayne County Project Manager(s) and GOS Implementation Team**

**Week 6 (Go-live +1)**

**Post-Implementation Review & Measurement**

- **GOS Team report to Wayne County team on initial results and questions.**
- **Review key metrics to identify trends and any problem areas**

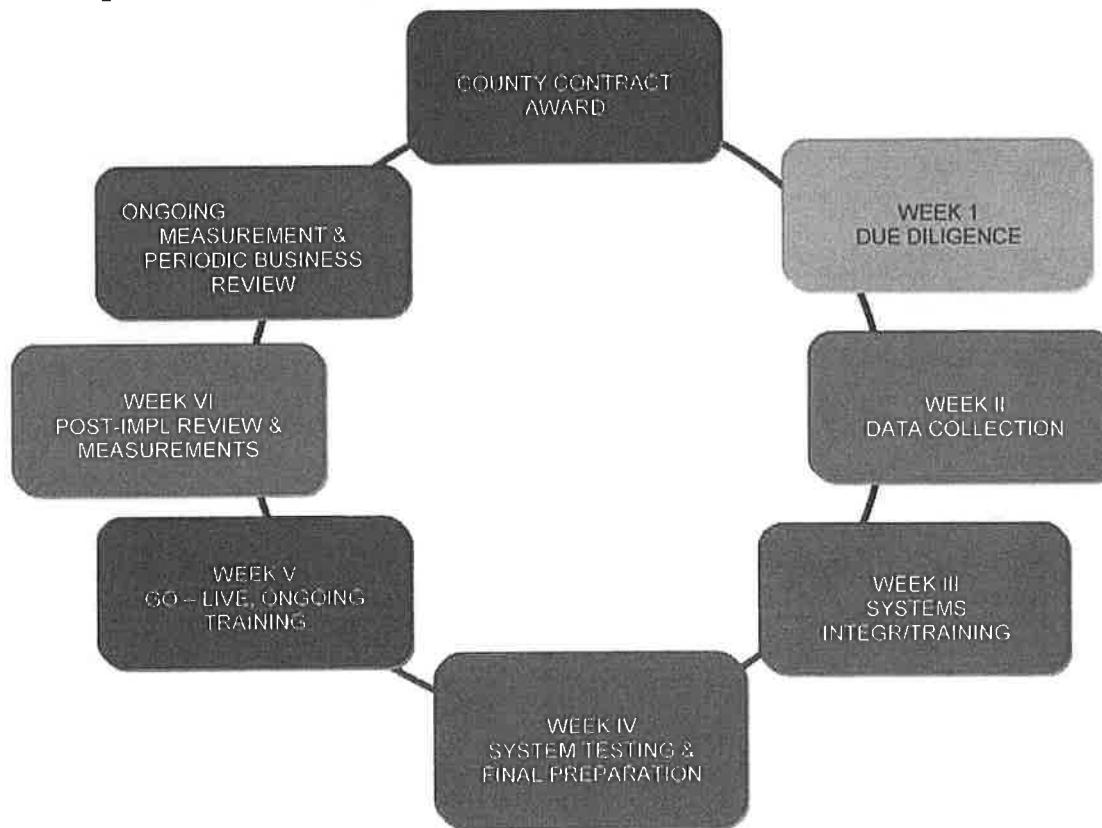
**APPENDIX A**  
Written Responses to Open Questions in Bid Document

- **Develop Corrective Action Plans, timelines and accountabilities for any identified problem areas**
- **End-of-week checkpoint meeting between Wayne County Project Manager(s) and GOS Implementation Team**

**Ongoing**

- **Regular reporting to Wayne County team on program adoption, problems, opportunities, exceptions, etc.**
- **GOS follow up contacts via phone/email/mail to measure end-user adoption and satisfaction with program.**
- **Monthly TQM reviews of customer satisfaction data and specific Corrective Action Plans (CAP's).**
- **Monthly, Quarterly and/or Semi-annual checkpoint meetings and formal business reviews between Wayne County Project Manager(s) and GOS Implementation Team**
- **Employee audit reviews for additions and deletions that are not caught by department leads**

***Implementation Cycle***



**APPENDIX A**  
**Written Responses to Open Questions in Bid Document**

**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

1. Describe how your order fulfillment, tracking, delivery, and reporting online system operates in a single and multiple order transaction.
2. Attach screen prints showing how "user friendly" the order placement tracking and reporting from your ecommerce system is.

**SEE APPENDIX B**

## APPENDIX A - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE

### H. CAPACITY AND ABILITY TO PROVIDE GOODS

Ally requires the Chosen Supplier's technology/catalog to have, at a MINIMUM, the following capabilities:

#### Present "preferred" items

Upon a standard search, any "preferred" item will be designated by "Contract Item".

Need help finding something?

Search: Copy

Category: Copy & Multi-Use Paper (129)

Page: 1 2 3 4 5 6 7 8 9 10 >

Quaker Paper Premium  
Quaker Multi-Use Paper, Letter - 8.5" x 11" - 20 lb Basis Weight - 97 Brightness - 5000 Sheets/Ream  
\$33.99/CT (10 Pk/C)

Hammond Copy & Multipurpose Paper, Letter - 8.5" x 11" - 20 lb Basis Weight - 97 Brightness - 5000 Sheets/Ream  
\$33.99/CT (10 Pk/C)

Business Source Premium Multipurpose Copy Paper - Letter - 8.5" x 11" - 20 lb Basis Weight - 92 Brightness - 5000 Sheets/Ream  
\$46.99/CT (10 Pk/C)

In addition to the main "Contract Fav List" an unlimited number of "Favorite Lists" can be created and named at a Company, Department or User level.

Need help finding something?

Favorites Lists

Name	Type	Contract
Ally (12 found)	Personal	Contract
Tony's List (0 found)	Personal	Contract
Tracie's List (0 found)	Personal	Contract
Tracie's List (0 found)	Personal	Contract
BUSINESS SOURCE (338 found)	Company	Contract
Contract Fav List (0 found) (read-only)	Company	Contract
HEATHER'S STUFF (0 found)	Company	Contract
Michelle's List (0 found)	Company	Contract
Ryan's Stuff (1 found)	Company	Contract

**APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE**  
**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

Upon choosing any created "Favorite List", all items are presented in a format that is searchable by item, description or category. Any "Contract Item", no matter where it appears in our online catalog, is clearly labeled as a "Contract Item" as shown on the "Contract Fav List"

**Search Favorites List**

ANY Keywords

Item Number  Description

Sort By | Category ▾ | Filter By | All Categories | Items Per Page | 25 ▾

Check All Items

Showing 1 - 6 of 6 Items

**Contract Fav List** (6 found)

Item	Name	Brand	Price	Charge Code/Qty
	Item: GOSCOPY3 Copy Paper, 3 Hole Punch, 20lb, 92brt, 5000/ct Category: Office Supplies / Copy & Multi-use White Paper		\$37.99/CT Contract Item	Front Hall Closet-76584 <input type="button" value="Add to Cart"/> Line Comment
	Item: GOSCOPY8 Copy Paper, Ledger Size, 20lb, 92brt, 2500/cd Category: Office Supplies / Copy & Multi-use White Paper		\$37.99/CT Contract Item	Front Hall Closet-76584 <input type="button" value="Add to Cart"/> Line Comment
	Item: GOSCOPY/C Copy Paper, Legal 8 1/2x14, 20lb, 92brt, 5000/ct Category: Office Supplies / Copy & Multi-use White Paper		\$49.99/CT Contract Item	Front Hall Closet-76584 <input type="button" value="Add to Cart"/> Line Comment
	Item: GOSCOPYL Global Paper Premium Copy & Multipurpose Paper - Letter - 8.50" x 11" - 20 lb Basic Weight - 92 Brightness - 5000 / Carton - White Category: Office Supplies / Copy & Multi-use White Paper	Global Paper	\$35.99/CT Contract Item	Front Hall Closet-76584 <input type="button" value="Add to Cart"/> Line Comment
	Item: SMD10301 Brand: Smead Manufacturing Company Smead SuperTab File Folder 10301 - Letter - 8.50" x 11" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box Category: Office Supplies / Top Tab Manila Folders	Smead Manufacturing Company	\$5.99/BX (100 EA/BX) Contract Item	Front Hall Closet-76584 <input type="button" value="Add to Cart"/> Line Comment
				  

Check All Items

**APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE**  
**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

**Restrict nonessential items**

Nonessential items can be restricted in multiple ways. We can simply remove from the online catalog at an item, category, sub-category or manufacturer level. Also, items can be restricted and hard-subbed to the authorized item. For example, item SPR5414LB, a rubber band, was ordered. It was restricted and hard-subbed to ALL06547.

The screenshot shows a shopping cart page with the following details:

- Header:** Furnishings, Office Supplies, Technology, Facility & Breakroom, Miscellaneous. Review Cart: 1 item(s) \$2.12.
- Search Bar:** Need help finding something? Enter Keyword, SEARCH, Click Here For Ink & Toner Finder.
- Breadcrumbs:** Home > SPR5414LB > Shopping Cart.
- Cart Item:** Item: SPR5414LB, Name: Borr. SPR5414LB is replaced by ALL06547, Manufacturer: Line Comment: Front Hall Closed-76584, Charge Code: Front Hall Closed-76584, Add To Favorites.
- Cart Buttons:** Save Cart, Delete Cart, Update Cart, Checkout.
- Bottom Buttons:** Save Cart, Delete Cart, Update Cart, Checkout, Printer Friendly Version.

An enhancement for future release will show both the item and the authorized item as below.

The screenshot shows a page for viewing hard substitutes with the following details:

- Breadcrumbs:** Home > ACC15038 > View Hard Substitutes.
- Text:** Customer tried to Add to Cart.
- Image:** A black folder.
- Text:** This item cannot be ordered.
- Text:** Customer Approved Alternate.
- Image:** A black folder.
- Text:** Eight Section Classification Folder - Letter - 8.5" x 11" - 6 Divider - 3" Expansion - 10 / Pack - Earth Red
- Text:** SKU: HSN5726208, \$92.13/PK (5 PK/CT), Qty: 1, Line Comment: Concert #, Add to Cart.
- Text:** Price Option Use Sub.
- Image:** A black folder.
- Text:** This item is an approved alternate.
- Buttons:** Back.

**APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE**  
**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

**3<sup>rd</sup> party eProcurement integration with electronic purchase orders and E-invoicing capability**

In regards to 3<sup>rd</sup> party eProcurement integration, PunchOuts and ASN's, our ordering platform is PunchOut Ready certified, and is managed by Supplier Solutions. Our capabilities with 3<sup>rd</sup> include cXML PunchOut, PO, Invoice, and the optional Order Confirmation and Shipment Notices if required. GOS will provide any further technical information upon request.

**Tracking information PO/order #/shipping**

We have also realized that our users want immediate information and response. To enhance this, we have created a Status Point page, where order level information is immediately available for a user.

Global Office Solutions  
(248) 449-9100

P.O. Number	Order Date	Expected	Type	Item	Description	Qty	Order Rmng	Back Ordered	Unit Price	Remain. Amount
SO027202	12/31/2016			LLR34850	CHAIR,SUSPENSION,LEATHER	1	1	1	\$317.69	\$317.69
SO030031	03/15/2016				Department: DEPT 200 - OPERATIONS					
	03/15/2016	Item	VISSUP35600	HOT COCOA DRINK MIX, POWDER, 2LB SWISS MISS 56211		2	2	2	\$3.48	\$6.96
	03/15/2016	Item	VISSUP35980	CREAMER, ND, POWDER, 1LB BAG		2	2	2	\$1.69	\$3.37
	03/15/2016	Item	VIS406532	CREAMER, NON-DAIRY, 12 Oz		1	1	1	\$2.69	\$2.69
	03/15/2016	Item	VIS401424	SUGAR,CANNISTER 20 Oz		1	1	1	\$3.38	\$3.38
	03/15/2016	Item	VIS10871	Stir Sticks, 7.5", Wood, 500/BX		1	1	1	\$5.39	\$5.39
SO030044	03/17/2016				Department: DEPT 200 - OPERATIONS					
	03/17/2016	Item	MMG48112	REFILLS,DISHWAND,HEAVYDUTY		1	1	1	\$2.63	\$2.63
	03/17/2016	Item	TRFTD271	RACK,CATALOG,DSKTP,STARTER		1	1	1	\$76.52	\$76.52
								Total:		\$418.63

Each open order can be expanded to view full order details

Document No. SO030031		Order Date 03/15/16	Order Status Released	P.O. Number APPAC SHOW	
Order Information					
Product ID	Description	Shipment Status	Shipment Date	Price	Qty
VISSUP35600	HOT COCOA DRINK MIX, POWDER, 2LB SWISS MISS 56211	Released	03/15/2016	\$3.48 BX	2
VISSUP35980	CREAMER, ND, POWDER, 1LB BAG	Released	03/15/2016	\$1.69 BX	2
VIS406532	CREAMER, NON-DAIRY, 12 Oz	Released	03/15/2016	\$2.69 EA	1
VIS401424	SUGAR,CANNISTER 20 Oz	Released	03/15/2016	\$3.38 EA	1
VIS10871	Stir Sticks, 7.5", Wood, 500/BX	Released	03/15/2016	\$5.39 BX	1

Tax: \$0.32  
Shipping Fee: \$0.00  
Additional Charges: \$0.00  
Total: \$418.63

Check All Items

Add Checked Items To Cart

Billed To		Shipped To	
Company Name	OPERATIONS	Company Name	GLOBAL OFFICE SOLUTIONS
Department	OPERATIONS	Address 1	
Name 1		Address 2	
Contact Name		City	Mail Dull
Address 1	22759 HESLIP DRIVE	State/Province	22759 HESLIP DRIVE
City	NOVI	Zip/Postal Code	MI
State/Province	MI	Country	48375
Zip/Postal Code	48375	Phone Number	(248) 449-9100
Country		Email Address	(248) 449-9100

**APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE**  
**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

**Stable web platform/catalog**

Global Office Solutions utilizes our Enterprise Resource Planning software to facilitate online ordering. This stable software platform is built on Microsoft Dynamics NAV platform. Microsoft Dynamics NAV is the most popular Microsoft Dynamics product in the world, with over 102,000 installations. Our solution is especially effective for clients that have complex pricing, a large number of sku's, supply chain integration requirements and high volume e-commerce ordering requirements and helps our customers in the following way:

**Defined maintenance schedules outside of core business hours**

All IT infrastructure maintenance is always performed outside of core business hours.

**Automated ordering punch out with ability to send monthly snapshot files with supporting order information**

In regards to Ariba integration, PunchOuts and ASN's, our ordering platform is PunchOut Ready certified, and is managed by Supplier Solutions, an Ariba Sponsor and Partner. Our capabilities with Ariba include cXML PunchOut, PO, Invoice, and the optional Order Confirmation and Shipment Notices if required. Further technical information is available upon request.

**Flexible ecommerce solution that highlights core offerings and preferred alternatives**

Home > SMD10301

**Smead SuperTab File**  
**Folder 10301 - Letter - 8.50" x 11" Sheet Size - 0.75"**  
**Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box**  
**SKU: SMD10301**  
**Your Price: \$5.99/BX (100 EA/BX) Available Items**  
**Inventory Status: Available**  
**Charge Code: Front End Direct: 76204**  
**Quantity: 1**

Similar Items

Business Source BSN17525

\$6.76/BX

Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8.50" x 11" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box

Smead SMD10300

\$10.66/BX

Smead 10300 Manila File Folders - Letter - 8.50" x 11" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box

Smead SMD10300

\$20.92/BX

Smead 10300 Manila File Folders - Letter - 8.50" x 11" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box

Smead SMD10379

\$16.31/BX

Smead 10379 Manila 100% Recycled File Folders - Letter - 8.50" x 11" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box

Smead SMD10341

\$21.40/BX

Smead 10241 Manila Cutless File Folders - Letter - 8.50" x 11" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box

Core offerings are easily identified everywhere on our site as "Contract Items". Preferred alternatives are displayed as "Similar Items" as shown.

**Specifications**

**General Information**

Manufacturer	Smead Manufacturing Company
Manufacturer Part Number	10301
Manufacturer Website Address	<a href="http://www.smead.com">http://www.smead.com</a>
Brand Name	Smead
Product Line	SuperTab
Product Name	10301 Manila SuperTab File Folders with Oversized Tab
Packaged Quantity	100 / Box

**APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE**  
**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

**Personal shopping carts stored for repeat purchases**

Personal shopping carts are created as "Favorite Lists". These are unlimited and can be created at a company, department or user level. Individual items can be selected or the entire list with a simple check box, and then added to the cart.

Check All Items
 Add Checked Items To Cart
 Delete Checked Items

Showing 1 - 4 of 4 Items

First Page: [1](#) [Last](#)

[Copy List](#) [Add All Favorites to Cart](#) [Delete List](#)

Item	Name	Price	/Qty
	<p>Item: MM65414AN Brand: 3M            Post-it Cape Town Notes - 3" x 3" - Assorted - Paper - Self-adhesive, Repositionable - 14 / Pack            Category: Office Supplies / Adhesive Note Pads</p> <p> Add To Favorites</p>	\$17.19/PK (14 PD/PK)	<p> No Entries</p> <p>0  Add to Cart  <a href="#">Line Comment</a></p>
	<p>Item: PAP331131 Brand: Newell Rubbermaid, Inc            Paper Mate Write Bros Ballpoint Pen - Medium Pen Point Type - Blue Ink - Blue Barrel            Category: Office Supplies / Ballpoint Stick Pens</p> <p> Add To Favorites</p>	\$1.55/DZ (12 EA/DZ)	<p> No Entries</p> <p>0  Add to Cart  <a href="#">Line Comment</a></p>
	<p>Item: PAP331131 Brand: Newell Rubbermaid, Inc            Paper Mate Write Bros Ballpoint Pen - Medium Pen Point Type - Black Ink - Black Barrel            Category: Office Supplies / Ballpoint Stick Pens</p> <p> Add To Favorites</p>	\$1.55/DZ (12 EA/DZ)	<p> No Entries</p> <p>0  Add to Cart  <a href="#">Line Comment</a></p>
	<p>Item: BOS40000 Brand: Amax Inc            Bostitch Contemporary Push-Style Staple Remover - Push Style - Plastic - Black            Category: Office Supplies / Staple Removers</p> <p> Add To Favorites</p>	\$3.79/EA (12 EA/BX)	<p> No Entries</p> <p>0  Add to Cart  <a href="#">Line Comment</a></p>

## APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE

### H. CAPACITY AND ABILITY TO PROVIDE GOODS

In addition, the preferred solution may be able to:

#### Display In Stock / Out of Stock

Currently, we do not show in stock / out of stock. We maintain a fill rate above 99% for all of our clients. When an order is placed, our system identifies our purchasing department of any out of stock or unavailable items. We will often find an alternative source to fill the order. This creates process improvements and cost savings for both GOS and our clients.

#### Label core items

As shown above, all core items are always labeled as "Contract Items".

#### Sort by core items, price and volume

Our sort features include, sku (item), price, popularity (volume) and relevance. Core items are designated to be at the top of the search results list. However, we recommend all clients to direct users to the "Contract Fav List" to drive contract compliance. The results can be further searched by All Words, Any Word, Exact Phrase and SKU# only. Furthermore, we have numerous drill down capabilities on the left side of the results including Category, Features, Brand and Price.

APPENDIX B - WAYNE COUNTY OFFICE SUPPLY RFP RESPONSE  
H. CAPACITY AND ABILITY TO PROVIDE GOODS

**Bundle orders for efficient shipping and ordering thresholds**

Orders can be bundled by using our “Saved Carts” feature. These can be held and released as a bundle. Order thresholds can be implemented based on agreed to amounts.

**Build discounts into pricing**

All of our pricing will have Ally's discounted price and shipping/delivery built in. Special order and non-standard items may incur shipping/delivery charges.

**Contain substitution capability**

As shown above, we have the ability to provide substitutions at an item level.

**Track orders**

As shown above, we have the ability to provide tracking for orders.

**Confirm Orders and Advance Shipment Notices**

Submitted or orders needing approval are confirmed immediately via an email confirmation which can also serve as an ASN. We also have that ability through a PunchOut Depending on requirements of integration.

**Optional – Level 2 catalog**

We have the ability to create as many catalogs as required down to a user level.



**Warren C. Evans**  
*County Executive*

**APPENDIX B – PRICING**

**THE CHARTER OF WAYNE COUNTY - SUPPLIES RESPONSE FORM (FINAL)**

ITEMS BID

Vendor Name	GLOBAL OFFICE SOLUTIONS										Delivery Date Form	Vendor Name	
Item Number	Product Description	Minimum Item Specification	Model Number	Manufacturer	Reseller Order #	Unit Price	Wayne County Price	Preferred Unit of Measure	Unit of Measure	Minimum Order Amount	Unit of Measure	Delivery Date Form	Vendor Name
16-00000	General Catalog Discount	Percentage off items not specifically listed on this response form. The catalog may be from a national				20% to 78% With a 12% Cost Floor	20% to 78% With a 12% Cost Floor	%	%			GLOBAL OFFICE SOLUTIONS	
ART SUPPLIES: CHALK, SIDEWALK	Drawing Chalk, sidewalk, 4" x 1" sticks, assorted colors, 20/carton.	CY0512024	CRAYOLA	CRAYOLA	CY0512024	\$ 4.43	\$ 2.32	tub	BX	24	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-00006	Drawing Chalk												
16-00007	Drawing Chalk	Drawing chalk sidewalk, 4" x 1" sticks, assorted colors, 52/carton.	CY0512048	CRAYOLA	CRAYOLA	\$ 8.31	\$ 4.35	tub	EA	48	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
ART SUPPLIES: CHARCOAL AND OIL PASTELS													
16-00008	Oil Pastels, Dixon, Prang, or Pentel	Oil pastels, 12/set.	PENPHN12	PENTEL OF AMERICA PENTEL	PENPHN12	\$ 2.25	\$ 0.90	set	ST	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-00009	Oil Pastels	Oil pastels, jumbo size, 3" x 7 1/8", 28/set.	CY0524628	CRAYOLA	CRAYOLA	\$ 5.16	\$ 2.70	set	ST	28	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
ART SUPPLIES: CLAY, MODELING													
16-00110	Modeling Clay, Four-color	Modeling clay, non-toxic, four individually wrapped 1/4 lb. sticks, red, yellow, blue, and green, 1 lb. total/box.	CY0570300	CRAYOLA	CRAYOLA	\$ 3.27	\$ 1.81	box	BX	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-00111	Modeling Clay, Four-color	Modeling clay, non-toxic, four individually wrapped 1/4 lb. sticks, red, yellow, blue, and green, 5 lb. total/box.	CKCAC4099	THE CHENILLE KRAFT	CKCAC4099	\$ 15.46	\$ 10.17	box	PK	5	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-00112	Modeling Clay, Brown	Modeling clay, non-toxic, four individually wrapped 1/4 lb. sticks, brown, 1 lb. total/box.	CKC4082	THE CHENILLE KRAFT	CKC4082	\$ 3.22	\$ 1.87	box	PK	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0013	Modeling Clay, Red	Modelling clay, non-toxic, four individually wrapped 1/4 lb. sticks, red, 1 lb. total/box.	CKC4087	THE CHENILLE CHENILLEKRAFT CKC4087	\$ 3.22	\$ 1.37	box	PK	1	1	1-2 BUSINESS SOLUTIONS
16-0014	Modeling Clay, Green	Modelling clay, non-toxic, four individually wrapped 1/4 lb. sticks, green, 1 lb. total/box.	CKC4086	THE CHENILLE CHENILLEKRAFT CKC4086	\$ 3.22	\$ 1.37	box	PK	1	1	1-2 BUSINESS SOLUTIONS
16-0015	Modeling Clay, Blue	Modelling clay, non-toxic, four individually wrapped 1/4 lb. sticks, blue, 1 lb. total/box.	CKC4085	THE CHENILLE CHENILLEKRAFT CKC4085	\$ 3.22	\$ 1.37	box	PK	1	1	1-2 BUSINESS SOLUTIONS
16-0016	Modeling Clay, Yellow	Modelling clay, non-toxic, four individually wrapped 1/4 lb. sticks, yellow, 1 lb. total/box.	CKC4088	THE CHENILLE CHENILLEKRAFT CKC4088	\$ 3.22	\$ 1.37	box	PK	1	1	1-2 BUSINESS SOLUTIONS
<b>Vendor Choice: Can use private label or alternate choice best meeting minimum bid specification.</b>											
16-0021	Paper-mache Mask, White	Paper-mache art mask, 8x6x3, white.	CKC4190	THE CHENILLE CHENILLEKRAFT CKC4190	\$ 3.44	\$ 2.00	each	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>ART SUPPLIES: PASTE</b>											
16-0023	Art Paste	Art paste, washable and non-toxic, 2 oz.	EPI99000	ELMER'S PROFESSIONAL ELMER'S	\$ 4.96	\$ 2.45	bag	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>ART SUPPLIES: PENCILS</b>											
16-0025	Crayola, Dixon, or Sanford Pencils	Pencils, multicultural colored, full size, tuck box, 8/set.	CY0684208	CRAYOLA	CY0684208	\$ 2.29	\$ 1.27	set	PK	8	1-2 BUSINESS SOLUTIONS
16-0026	Pencils	Pencils, colored, full size, thick lead, 12/set.	CY0684012	CRAYOLA	CY0684012	\$ 3.20	\$ 1.78	set	ST	12	1-2 BUSINESS SOLUTIONS
16-0027	Pencils	Pencils, colored, full size, thick lead, 24/set.	CY0684024	CRAYOLA	CY0684024	\$ 6.04	\$ 3.36	set	ST	24	1-2 BUSINESS SOLUTIONS
16-0028	Pencils	Pencils, colored, full size, thick lead, classroom pack, 240/set.	CY0688024	CRAYOLA	CY0688024	\$ 59.11	\$ 22.84	set	EX	240	1-2 BUSINESS SOLUTIONS
16-0029	Pencils	Pencils, colored, full size, thick lead, classroom pack, 482/set.	CY0688462	CRAYOLA	CY0688462	\$ 109.93	\$ 61.07	set	EX	462	1-2 BUSINESS SOLUTIONS
16-0030	Pencils	Pencils, colored, full size, thin lead, non-water soluble, 12/set.	CY0684012	CRAYOLA	CY0684012	\$ 3.20	\$ 1.78	set	ST	12	1-2 BUSINESS SOLUTIONS
16-0031	Pencils	Pencils, colored, half size, thin lead, non-water soluble, 12/set.	CY0684112	CRAYOLA	CY0684112	\$ 2.27	\$ 1.19	set	EX	12	1-2 BUSINESS SOLUTIONS

16-0032	Pencils	Pencils, watercolor, 12/box.	CY0684302	CRAYOLA	CRAYOLA	CY0684302	\$	4.51	\$	2.67	set	D2	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0033	Pencils	Pencils, non-toxic, washable lead, 12/box.	CY0687508	CRAYOLA	CRAYOLA	CY0687508	\$	6.13	\$	3.21	set	PK	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0034	Pencils	Pencils, ebony sketching, round.	SAN14420	SANFORD	PRISMACOLOR	SAN14420	\$	10.56	\$	4.89	dz	D2	12	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>BATTERIES: GENERAL PURPOSE</b>															
16-0035	Batteries	Batteries, general purpose alkaline, AAA, 24/box.	EV0092	ENERGIZER	ENERGIZER	EV0092	\$	24.24	\$	6.00	box	BX	24	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0036	Batteries	Batteries, general purpose alkaline, AA, 24/box.	EV0091	ENERGIZER	ENERGIZER	EV0091	\$	24.24	\$	5.93	box	BX	24	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0037	Batteries	Batteries, general purpose alkaline, C, 12/box.	EV0093	ENERGIZER	ENERGIZER	EV0093	\$	17.40	\$	6.07	box	BX	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0038	General Purpose Batteries, D	Batteries, general purpose alkaline, D, 12/box.	EV0095	ENERGIZER	ENERGIZER	EV0095	\$	17.40	\$	3.19	box	BX	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0039	General Purpose Batteries, 9-volt	Batteries, 9-volt general purpose alkaline, 9-volt, 12/box.	EV0092	ENERGIZER	ENERGIZER	EV0092	\$	36.60	\$	10.37	box	BX	12	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>BATTERIES: HEAVY DUTY</b>															
16-0040	Batteries	Batteries, heavy duty alkaline, AAA, 24/box.	EV0092	ENERGIZER	ENERGIZER	EV0092	\$	24.24	\$	6.00	box	BX	24	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0041	Batteries	Batteries, heavy duty alkaline, AA, 24/box.	EV0091	ENERGIZER	ENERGIZER	EV0091	\$	24.24	\$	5.93	box	BX	24	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>BATTERIES: RECHARGEABLE AND CHARGERS</b>															
16-0042	Rechargeable Batteries, AAA	Batteries, rechargeable AAA, 4/pkg.	EVENH12BP4	ENERGIZER	ENERGIZER	EVENH12BP4	\$	18.58	\$	10.77	pkg	PK	4	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0043	Rechargeable Batteries, AA	Batteries, rechargeable NiMH, AA, 4/pkg.	EVENH15BP4	ENERGIZER	ENERGIZER	EVENH15BP4	\$	18.58	\$	10.77	pkg	PK	4	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0044	Battery Charger	Battery charger, AC-Powered, for AA and AAA NiMH rechargeable batteries.	EV0094	ENERGIZER	ENERGIZER	EV0094	\$	25.99	\$	14.76	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>BINDERS, PORTFOLIOS AND ACCESSORIES: BINDERS</b>															
16-0045	1" Three-ring Binder, black	Binder, three-ring, 1" capacity, black.	AVE0301	AVERY	AVERY	AVE0301	\$	5.20	\$	1.12	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0046	1" Three-ring Binder, Green	Binder, three-ring, 1" capacity, green.	BSN28536	BUSINESS SOURCE	BUSINESS SOURCE	BSN28536	\$	4.67	\$	1.12	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0047	1" Three-ring Binder, Red	Binder, three-ring, 1" capacity, red.	AVE0310	AVERY	AVERY	AVE0310	\$	5.20	\$	1.12	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS

16-0048	1" Three-ring Binder, Blue	Binder, three-ring, 1" capacity, blue	AV03300	AVERY	AV03300	\$ 5.20	\$ 1.12	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0049	1" Three-ring Binder, Black	Binder, three-ring, 1-1/2" capacity, black	AV03401	AVERY	AV03401	\$ 8.01	\$ 1.74	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0050	1-1/2" Three-ring Binder, Green	Binder, three-ring, 1-1/2" capacity, green	BSN28557	BUSINESS SOURCE	BUSINESS SOURCE BSN28557	\$ 7.26	\$ 1.74	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0051	1-1/2" Three-ring Binder, Red	Binder, three-ring, 1-1/2" capacity, red	AV03410	AVERY	AV03410	\$ 8.01	\$ 1.74	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0052	1-1/2" Three-ring Binder, Blue	Binder, three-ring, 1-1/2" capacity, blue	AV03400	AVERY	AV03400	\$ 8.01	\$ 1.74	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0053	1-1/2" Three-ring Binder, Black	Binder, three-ring, 2" capacity, black	AV03501	AVERY	AV03501	\$ 10.09	\$ 2.10	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0054	2" Three-ring Binder, Green	Binder, three-ring, 2" capacity, green	BSN28558	BUSINESS SOURCE	BUSINESS SOURCE BSN28558	\$ 8.66	\$ 2.10	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0055	2" Three-ring Binder, Red	Binder, three-ring, 2" capacity, red	AV03510	AVERY	AV03510	\$ 10.09	\$ 2.10	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0056	2" Three-ring Binder, Blue	Binder, three-ring, 2" capacity, blue	AV03500	AVERY	AV03500	\$ 10.09	\$ 2.10	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0057	3" Three-ring Binder, Black	Binder, three-ring, 3" capacity, black	AV03602	AVERY	AV03602	\$ 15.71	\$ 3.43	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0059	3" Three-ring Binder, Red	Binder, three-ring, 3" capacity, red	AV03608	AVERY	AV03608	\$ 15.71	\$ 3.43	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0060	3" Three-ring Binder, Blue	Binder, three-ring, 3" capacity, blue	AV03601	AVERY	AV03601	\$ 15.71	\$ 3.43	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>BINDERS, PORTFOLIOS AND ACCESSORIES: INDEX DIVIDERS AND GUIDES</b>												
16-0061	Table of Contents Dividers, 1-10	Index dividers, 8-1/2" x 11", multicolor, three-hole punched, numbered 1-10 with matching table of contents page.	SPR21902	SPARCO	SPR21902	\$ 4.67	\$ 1.30	set	ST	10	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0062	Table of Contents Dividers, A-Z	Index dividers, 8-1/2" x 11", multicolor, three-hole punched, page, pre-printed A-Z tabs.	SPR21505	SPARCO	SPR21505	\$ 6.24	\$ 2.57	set	ST	26	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0063	White Index Dividers, Multicolor, Five-tab	Index dividers, 8-1/2" x 11", white, three-hole punched, multicolor, insertable five-tab set.	BSN16476	BUSINESS SOURCE	BUSINESS SOURCE BSN16476	\$ 1.57	\$ 0.43	set	ST	5	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0064	White Index Dividers, Clear Five-tab	Index dividers, 8-1/2" x 11", white, three-hole punched, clear insertable five-tab set.	BSN16477	BUSINESS SOURCE	BUSINESS SOURCE BSN16477	\$ 1.57	\$ 0.43	set	ST	5	1	1-2 BUSINESS OFFICE SOLUTIONS

16-0055	White Index Dividers, Clear Eight-tab	Index dividers, 8-1/2" x 11", white three-hole punched, clear insertable eight-tab set.	BSN16479	BUSINESS SOURCE BSN16479	\$ 2.58	\$ 0.56	set	ST	3	1	1-2 BUSINESS
16-0056	White Index Dividers, Multicolor Eight-tab	Index dividers, 8-1/2" x 11", white, three-hole punched, multicolor insertable eight-tab set.	BSN16478	BUSINESS SOURCE BSN16478	\$ 2.58	\$ 0.56	set	ST	3	1	1-2 BUSINESS
16-0067	White Index Dividers, Clear Erasable Five-tab	Index dividers, 8-1/2" x 11", white, three-hole punched, clear erasable tab, five-tab set.	BSN20072	BUSINESS SOURCE BSN20072	\$ 1.70	\$ 0.33	set	ST	5	1	1-2 BUSINESS
16-0068	Manila Index Dividers, Clear Eight-tab	Index dividers, 8-1/2" x 11", manila, clear eight-tab set.	BSN20069	BUSINESS SOURCE BSN20069	\$ 1.65	\$ 0.37	set	ST	6	1	1-2 BUSINESS
16-0069	Manila Index Dividers, Clear Assorted Eight-tab	Index dividers, 8-1/2" x 11", manila, assorted color, clear eight-tab set.	BSN20067	BUSINESS SOURCE BSN20067	\$ 1.92	\$ 0.49	set	ST	8	1	1-2 BUSINESS
16-0070	Manila Index Dividers, Clear Five-tab	Index dividers, 8-1/2" x 11", manila, clear five-tab set.	BSN20068	BUSINESS SOURCE BSN20068	\$ 0.94	\$ 0.29	set	ST	5	1	1-2 BUSINESS
16-0071	Manila Index Dividers, Assorted Five-tab	Index dividers, 8-1/2" x 11", manila, assorted color, five-tab set.	BSN20065	BUSINESS SOURCE BSN20065	\$ 1.26	\$ 0.36	set	ST	5	1	1-2 BUSINESS
<b>BINDERS, PORTFOLIOS AND ACCESSORIES: PORTFOLIO</b>											
16-0072	Portfolio Binders	Portfolio Binders, 8-1/2" x 11", two-pocket, three-ring fastener, 25/box, assorted colors.	TOPS OXF57713	OXFORD OXF57713	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS
16-0073	Portfolio Binders	Portfolio Binders, 8-1/2" x 11", two-pocket, three-ring fastener, 25/box, light green.	TOPS OXF57703	OXFORD OXF57703	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS
16-0074	Portfolio Binders	Portfolio Binders, 8-1/2" x 11", two-pocket, three-ring fastener, 25/box, blue.	TOPS OXF57702	OXFORD OXF57702	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS
16-0075	Portfolio Binders	Portfolio Binders, 8-1/2" x 11", two-pocket, three-ring fastener, 25/box, red.	TOPS OXF57711	OXFORD OXF57711	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS

16-0076	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket, three-fastener, 25/box, white.	TOPS	OXF57704	OXF57704	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0077	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket, three-fastener, 25/box, yellow.	TOPS	OXF57709	OXF57709	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0078	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket, three-fastener, 25/box, dark blue.	TOPS	OXF57738	OXF57738	\$ 37.02	\$ 12.15	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0079	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket, three-fastener, 25/box, assorted colors.	TOPS	OXF57513	OXF57513	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0080	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket without fastener, 25/box, black.	TOPS	OXF57506	OXF57506	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0081	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket without fastener, 25/box, green.	TOPS	OXF57556	OXF57556	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0082	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket without fastener, 25/box, light blue.	TOPS	OXF57501	OXF57501	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0083	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket without fastener, 25/box, red.	TOPS	OXF57511	OXF57511	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0084	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket without fastener, 25/box, white.	TOPS	OXF57504	OXF57504	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0085	Portfolio Binders	Portfolio binders, 8-1/2" x 11", two-pocket, yellow	TOPS	OXF57509	OXF57509	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

15-0086 Portfolio Binders, Two-pocket, Dark Blue		Portfolio binders, 8-1/2" x 11", two-pocket, without fastener, 25/pack, dark blue.	TOPS	OXFORD	OXF57536	\$ 22.29	\$ 7.43	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0087 Portfolio Binders, Three-fastener, Assorted		Portfolio binders, 8-1/2" x 11", three-fastener, without pockets, 25/pack, assorted colors.	TOPS	OXFORD	OXF55813	\$ 51.38	\$ 20.28	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0088 Portfolio Binders, Three-fastener, Light Blue		Portfolio binders, 8-1/2" x 11", three-fastener, without pockets, 25/pack, light blue.	TOPS	OXFORD	OXF55801	\$ 51.38	\$ 20.28	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0089 Portfolio Binders, Three-fastener, Red		Portfolio binders, 8-1/2" x 11", three-fastener, without pockets, 25/pack, red.	TOPS	OXFORD	OXF55811	\$ 51.38	\$ 20.28	box	BX	25	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
BINDERS, PORTFOLIOS AND ACCESSORIES: VIEW													
16-0091 1/2" View Binders, White		View binders, 3-ring, 1/2", 100 sheet capacity, white.	AVE05706	AVERY	AVE05706	\$ 8.31	\$ 1.14	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0092 1" View Binders, Black		View binders, 3-ring, 1", 200 sheet capacity, black.	AVE05710	AVERY	AVE05710	\$ 8.31	\$ 1.29	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0093 1" View Binders, White		View binders, 3-ring, 1", 200 sheet capacity, white.	AVE05711	AVERY	AVE05711	\$ 8.31	\$ 1.29	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0094 1-1/2" View Binders, Black		View binders, 3-ring 1-1/2", 300 sheet capacity, black.	AVE05725	AVERY	AVE05725	\$ 10.81	\$ 1.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0095 1-1/2" View Binders, White		View binders, 3-ring 1-1/2", 300 sheet capacity, white.	AVE05726	AVERY	AVE05726	\$ 10.81	\$ 1.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0096 2" View Binders, Black		View binders, 3-ring, 2", 400 sheet capacity, black.	AVE05730	AVERY	AVE05730	\$ 13.05	\$ 2.19	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0097 2" View Binders, White		View binders, 3-ring, 2", 400 sheet capacity, white.	AVE05731	AVERY	AVE05731	\$ 13.05	\$ 2.19	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0098 3" View Binders, Black		View binders, 3-ring, 3", 600 sheet capacity, black.	AVE05740	AVERY	AVE05740	\$ 17.79	\$ 3.37	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0099 3" View Binders, White		View binders, 3-ring, 3", 600 sheet capacity, white.	AVE05741	AVERY	AVE05741	\$ 17.79	\$ 3.37	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0103	Desk Pad Calendar, 12-month	Calendar, desk pad, 22" x 17", with four-corner refillable holder, 12-month (Jan-Dec), 2016	AAFSK2200 ACCO	AT-A-GLANCE	AAGSK2200	\$ 34.49	\$ 13.59	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0104	Desk Pad Calendar, 12-month	Calendar, desk pad, 22" x 17", with four-corner refillable holder, 12-month (Jan-Dec), 2017	AAFSK2200 ACCO	AT-A-GLANCE	AAGSK2200	\$ 34.49	\$ 13.59	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0105	Desk Pad Refill, Calendar Refill, 12-month	Calendar, desk pad, refill, 22" x 17", 12-month (Jan-Dec), 2016	AAFSK2250 ACCO	AT-A-GLANCE	AAGSK2250	\$ 16.19	\$ 6.14	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0106	Desk Pad Calendar Refill, 12-month	Calendar, desk pad, refill, 22" x 17", 12-month (Jan-Dec), 2017	AAFSK2250 ACCO	AT-A-GLANCE	AAGSK2250	\$ 16.19	\$ 6.14	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>CALENDARS, PLANNERS AND RECORD BOOKS: CALENDARS, WALL</b>													GLOBAL OFFICE SOLUTIONS
16-0107	Wall Calendar 2016-17	Calendar, wall, school events with daily block writing space, 24" x 38", academic year (July-June), 2016-17	AAAGPM210528 ACCO	AT-A-GLANCE	AAGPM210528	\$ 149.95	\$ 62.33	pk9	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>CALENDARS, PLANNERS AND RECORD BOOKS: LESSON PLAN BOOKS</b>													GLOBAL OFFICE SOLUTIONS
16-0108	Lesson Plan Book	Lesson plan book, six subjects, 40 weeks, wirebound, 9" x 12" closed.	HUB16	THE HUBBARD CWARD	HUB16	\$ 4.80	\$ 4.35	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0110	Lesson Plan Book	Lesson plan book, eight subjects, 40 weeks, wirebound, 9" x 12" closed.	HUB18	THE HUBBARD CWARD	HUB18	\$ 4.80	\$ 4.28	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>CHALK</b>													GLOBAL OFFICE SOLUTIONS
16-0203	Chalkboard Chalk, White	Chalkboard chalk, dustless, white.	CYOS01402	CRAYOLA	CYOS01402	\$ 0.89	\$ 0.49	dz	BX	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0204	Chalkboard Chalk, Pastel Colors	Chalkboard chalk, dustless, assorted pastel colors.	DIX31344	DIXON TICONDEROGA	DIX31344	\$ 1.01	\$ 0.45	dz	BX	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0205	Chalkboard Chalk, Bright Colors	Chalkboard chalk, dustless, assorted bright colors.	CYOS10816	CRAYOLA	CYOS10816	\$ 0.89	\$ 0.49	dz	BX	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0206	Chalkboard Chalk, Bright Colors	Chalkboard chalk, dustless, assorted bright colors.	DIX61400	DIXON TICONDEROGA	DIX61400	\$ 1.22	\$ 0.62	dz	BX	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>CHALKBOARD ACCESSORIES: CHALKBOARD ERASERS</b>													GLOBAL OFFICE SOLUTIONS
16-0207	Eraser, left 5" x 2"	Eraser, left, 5" x 2".	SPR1	SPARCO	SPR1	\$ 5.36	\$ 2.69	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>CHALKBOARD/WHITEBOARD ACCESSORIES: DRY ERASE LEARNING BOARDS</b>													GLOBAL OFFICE SOLUTIONS

16-21268	Dry Erase Learning Board	Learning board, dry erase, 48" x12, double-sided, blank on one side, skip-a-line ruled on one side, includes dry erase marker.	SAN199063	SANFORD EXPO	SAN89063	\$ 7.02	\$ 3.59	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-20299	Dry Erase Graphing	Learning board, dry erase, 9" x12" with coordinate grid (x-y axis).	SAN89062	SANFORD EXPO	SAN89062	\$ 7.44	\$ 3.60	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0300 Whiteboard Cleaner	Whiteboard Cleaner	Whiteboard cleaner, 8 oz., spray bottle. (Expo)	SAN1803	SANFORD EXPO	SAN81803	\$ 4.39	\$ 2.15	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0301 Whiteboard Cleaner	Whiteboard Cleaner	Whiteboard cleaner, gallon refill for spray bottle. (Expo)	SAN1800	SANFORD EXPO	SAN81800	\$ 43.77	\$ 21.06	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0302 Whiteboard Eraser	Whiteboard Eraser	Eraser, whiteboard, washable. (Expo)	SAN1505	SANFORD EXPO	SAN81505	\$ 3.53	\$ 1.73	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0303 Magnetic Whiteboard Eraser	Magnetic Whiteboard Eraser	Eraser, magnetic for whiteboard.	SPR97250	SPARCO	SPR97250	\$ 13.00	\$ 5.19	each	PK	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
COMPUTER SUPPLIES: CLEANING SUPPLIES													GLOBAL OFFICE SOLUTIONS	
16-47304 Air Duster	Air Duster	Air duster, aerosol-free, pressurized can with nozzle.	CCS24305	COMPUCESSOR	COMPUCESSOR CCS24305	\$ 12.99	\$ 3.77	each	EA	1	1	1-2 Business	GLOBAL OFFICE SOLUTIONS	
COMPUTER SUPPLIES: MOUSE PADS													GLOBAL OFFICE SOLUTIONS	
16-0315 Mouse Pad	Mouse Pad	Mouse pad, 6 mm thick, no imprint.	CCS23617	COMPUCESSOR	COMPUCESSOR CCS23617	\$ 5.99	\$ 1.99	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
CRAYONS: CRAYONS, CRAYOLA, JUMBO	Crayons, Set Big	Crayons, jumbo, eight-color tuck box, non-toxic. (Crayola 52-0369)	CY0520369	CRAYOLA	CRAYOLA	CY0520369	\$ 4.49	\$ 2.35	box	BX	8	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
CRAYONS: CRAYONS, CRAYOLA, LARGE	Crayons	Crayons, large, eight-color, non-toxic.	CY0520080	CRAYOLA	CRAYOLA	CY0520080	\$ 2.78	\$ 1.54	box	BX	8	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-03168 Crayons	Crayons	Crayons, large, 16-color, non-toxic.	CY0523281	CRAYOLA	CRAYOLA	CY0523281	\$ 5.84	\$ 3.06	box	BX	16	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
CRAYONS: CRAYONS, CRAYOLA, REGULAR	Crayons, Regular	Crayons, regular, 8-color, non-toxic.	CY0523008	CRAYOLA	CRAYOLA	CY0523008	\$ 1.09	\$ 0.60	box	BX	8	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0305 Crayons	Crayons, Regular, 16-Color	Crayons, regular, 16-color, non-toxic.	CY0523016	CRAYOLA	CRAYOLA	CY0523016	\$ 2.11	\$ 1.17	box	BX	16	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0311 Crayons	Crayons, Regular, 24-Color	Crayons, regular, 24-color tuck box, non-toxic.	CY0523024	CRAYOLA	CRAYOLA	CY0523024	\$ 2.71	\$ 1.51	box	BX	24	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0312	Crayons, Regular, Classpack, Black	Crayons, regular, classroom pack, non-toxic, 850/box	CY0528008	CRAYOLA	CRAYOLA	CY0528008	\$ 83.09	\$ 46.16	box	BX	800	1	1-2 BUSINESS
16-0313	Crayons, Bulk, Black	Crayons, regular, bulk, non-toxic, black.	CY0520836051	CRAYOLA	CRAYOLA	CY0520836051	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0314	Crayons, Bulk, Blue	Crayons, regular, bulk, non-toxic, blue.	CY0520836042	CRAYOLA	CRAYOLA	CY0520836042	\$ 2.44	\$ 1.28	dz	BX	12	1	1-2 BUSINESS
16-0315	Crayons, Bulk, Green	Crayons, regular, bulk, non-toxic, green.	CY0520836044	CRAYOLA	CRAYOLA	CY0520836044	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0316	Crayons, Bulk, Red	Crayons, regular, bulk, non-toxic, red.	CY0520836038	CRAYOLA	CRAYOLA	CY0520836038	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0317	Crayons, Bulk, Yellow	Crayons, regular, bulk, non-toxic, yellow.	CY0520836034	CRAYOLA	CRAYOLA	CY0520836034	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0318	Crayons, Bulk, Brown	Crayons, regular, bulk, non-toxic, brown.	CY0520836007	CRAYOLA	CRAYOLA	CY0520836007	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0319	Crayons, Bulk, Gold	Crayons, regular, bulk, non-toxic, gold.	CY0520836083	CRAYOLA	CRAYOLA	CY0520836083	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0320	Crayons, Bulk, Gray	Crayons, regular, bulk, non-toxic, gray.	CY0520836052	CRAYOLA	CRAYOLA	CY0520836052	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0321	Crayons, Bulk, Orange	Crayons, regular, bulk, non-toxic, orange.	CY0520836056	CRAYOLA	CRAYOLA	CY0520836036	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0322	Crayons, Bulk, Peach	Crayons, regular, bulk, non-toxic, peach.	CY0520836033	CRAYOLA	CRAYOLA	CY0520836033	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0323	Crayons, Bulk, Silver	Crayons, regular, bulk, non-toxic, silver.	CY0520836064	CRAYOLA	CRAYOLA	CY0520836084	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0324	Crayons, Bulk, Violet	Crayons, regular, bulk, non-toxic, violet.	CY0520836040	CRAYOLA	CRAYOLA	CY0520836040	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0325	Crayons, Bulk, White	Crayons, regular, bulk, non-toxic, white.	CY0520836053	CRAYOLA	CRAYOLA	CY0520836053	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0326	Crayons, Bulk, Pink	Crayons, regular, bulk, non-toxic, pink.	CY0520836010	CRAYOLA	CRAYOLA	CY0520836010	\$ 2.44	\$ 1.45	dz	BX	12	1	1-2 BUSINESS
16-0327	Crayons, Regular, 32-color	Crayons, regular, 32-color, non-toxic.	CY0520322	CRAYOLA	CRAYOLA	CY0520322	\$ 3.82	\$ 2.28	box	BX	32	1	1-2 BUSINESS
16-0328	Crayons, Regular, 48-color	Crayons, regular, 48-color, hinged top, non-toxic.	CY0520048	CRAYOLA	CRAYOLA	CY0520048	\$ 5.20	\$ 2.72	box	BX	48	1	1-2 BUSINESS
16-0329	Crayons	Crayons	CY0520040	CRAYOLA	CRAYOLA	CY0520040	\$ 6.22	< 2.60	box	BX	EA	4	4-6 BUSINESS

16-0350	Crayons, Regular, 96-color	Crayons, regular, 96-color hinged top, non-toxic.	CY052096	CRAYOLA	CRAYOLA	CY052096	\$	9.64	\$	5.05	box	BX	96	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0351	Crayons, Regular, 120-color	Crayons, regular, 120-color non-toxic.	CY0526920	CRAYOLA	CRAYOLA	CY0526920	\$	13.64	\$	7.14	box	CT	120	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>CRAYONS: CRAYONS, CRAYOLA, SPECIALTY</b>															GLOBAL OFFICE SOLUTIONS
16-0352	Crayons, Multicultural	Crayons, multicultural, tones, large, non-toxic, 81box.	CY052080N	CRAYOLA	CRAYOLA	CY052080N	\$	2.78	\$	1.45	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0353	Crayons, Triangular	Crayons, triangular, non-toxic, 8box.	CY052409B	CRAYOLA	CRAYOLA	CY052409B	\$	2.73	\$	1.43	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0354	Crayons, Triangular	Crayons, triangular, non-toxic, 18box.	CY0524016	CRAYOLA	CRAYOLA	CY0524016	\$	4.51	\$	2.35	box	BX	16	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0355	Crayons, Gitter Twister	Crayons, gitter, non-toxic, 15box.	CY0523716	CRAYOLA	CRAYOLA	CY0523716	\$	2.98	\$	1.55	box	ST	16	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0356	Crayons, Metallic	Crayons, metallic, non-toxic, 16box.	CY0528816	CRAYOLA	CRAYOLA	CY0528816	\$	2.98	\$	1.76	box	ST	16	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0357	Crayons, Crayons, Dry	Crayons, dry	CY052098W	CRAYOLA	CRAYOLA	CY052098W	\$	1.09	\$	0.84	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0358	Crayons, Dry	Crayons, dry	CY0985202	CRAYOLA	CRAYOLA	CY0985202	\$	4.93	\$	2.74	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0359	Crayons, Dry	Crayons, dry	CY0985200	CRAYOLA	CRAYOLA	CY0985200	\$	4.93	\$	2.64	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0340	Crayons, Twistable	Crayons, twistable, ergi-hydrable, eight-color, non-toxic.	CY052740B	CRAYOLA	CRAYOLA	CY052740B	\$	3.82	\$	2.12	box	PK	6	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>CRAYONS: CRAYONS, DIXON</b>															GLOBAL OFFICE SOLUTIONS
16-0341	Crayons	Crayons, regular, eight-color, non-toxic.	CY052080B	CRAYOLA	CRAYOLA	CY052080B	\$	1.08	\$	0.60	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>CRAYONS: CRAYONS, LARGE</b>															GLOBAL OFFICE SOLUTIONS
16-0342	Crayons, Large, Classroom Pack	Crayons, large, classroom pack, non-toxic, 40box.	CY0528038	CRAYOLA	CRAYOLA	CY0528038	\$	80.44	\$	44.69	box	BX	400	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0343	Crayons, Large, Eight-color	Crayons, large, eight-color tuck box, non-toxic.	CY0520080	CRAYOLA	CRAYOLA	CY0520080	\$	2.78	\$	1.54	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>CRAYONS: CRAYONS, REGULAR</b>															GLOBAL OFFICE SOLUTIONS
16-0344	Crayons, Regular, 16-color	Crayons, regular, 16-color tuck box, non-toxic.	CY0528016	CRAYOLA	CRAYOLA	CY0528016	\$	83.09	\$	43.48	box	BX	16	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0345	Crayons, Large, Eight-color	Crayons, large, eight-color tuck box, non-toxic.	CY0523016	CRAYOLA	CRAYOLA	CY0523016	\$	2.11	\$	1.17	box	BX	16	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0346	Crayons, Regular, 24-color	Crayons, regular, 24-color tuck box, non-toxic.	CY0528016	CRAYOLA	CRAYOLA	CY0528016	\$	83.09	\$	43.48	box	BX	16	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0347	Crayons, Regular, 24-color	Crayons, regular, 24-color tuck box, non-toxic.	CY0523024	CRAYOLA	CRAYOLA	CY0523024	\$	2.71	\$	1.51	box	BX	24	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0348	Crayons, Regular, Eight-color	Crayons, regular, eight-color tuck box, non-toxic.	CY0520008	CRAYOLA	CRAYOLA	CY0520008	\$	1.09	\$	0.60	box	BX	8	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>ENVELOPES: KRAFT</b>															GLOBAL OFFICE SOLUTIONS
16-0351	Kraft Envelope, 6-79"	Envelope, Kraft, quimmed, no clasp, 6-79", 28#-100box.	BSN42099	BUSINESS SOURCE BUSINESS SOURCE	BUSINESS SOURCE	BSN42099	\$	17.08	\$	5.65	box	BX	500	1	1-2 BUSINESS OFFICE SOLUTIONS

16-0352	Kraft Envelope, 9" x 12"	Envelope, kraft, gummed, no clasps, 9" x 12", 25# 100/box.	BSN42100	BUSINESS SOUF BUSINESS SOUF BSN42100	\$ 22.11	\$ 7.23	box	BX	250	1	1-2 BUSINESS SOLUTIONS
16-0353	Kraft Envelope, 10" x 13"	Envelope, kraft, gummed, no clasps, 10" x 13", 25# 250/box.	BSN42101	BUSINESS SOUF BUSINESS SOUF BSN42101	\$ 25.16	\$ 22.19	box	BX	250	1	1-2 BUSINESS SOLUTIONS
16-0354	Kraft Envelope, Clasp, 6" x 9", 1/2"	Envelope, kraft, clasps, 6" x 9", 1/2", 100/box.	BSN36660	BUSINESS SOUF BUSINESS SOUF BSN36660	\$ 27.89	\$ 6.63	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0355	Kraft Envelope, Clasp, 6" x 12", 1/2"	Envelope, kraft, clasps, 6" x 12", 1/2", 28#, 100/box.	BSN36661	BUSINESS SOUF BUSINESS SOUF BSN36661	\$ 33.03	\$ 7.44	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0356	Kraft Envelope, Clasp, 9" x 12"	Envelope, kraft, clasps, 9" x 12", 28#, 100/box.	BSN36663	BUSINESS SOUF BUSINESS SOUF BSN36663	\$ 35.00	\$ 7.35	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0357	Kraft Envelope, Clasp, 9" x 12" x 12", 1/2", 28#, 100/box.	Envelope, kraft, clasps, 9" x 12" x 12", 1/2", 28#, 100/box.	BSN36664	BUSINESS SOUF BUSINESS SOUF BSN36664	\$ 43.93	\$ 10.23	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0358	Kraft Envelope, Clasp, 10" x 13", Interdepartmental Envelope	Envelope, kraft, interdepartmental, stringbutton, ruled on both sides, 10" x 13", 25# 100/box.	BSN36665	BUSINESS SOUF BUSINESS SOUF BSN36665	\$ 42.24	\$ 8.64	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0359	Envelope, Clasp, 10" x 13", Interdepartmental Envelope	Envelope, kraft, interdepartmental, stringbutton, ruled on both sides, 10" x 13", 25# 100/box.	BSN42255	BUSINESS SOUF BUSINESS SOUF BSN42255	\$ 67.73	\$ 17.48	box	BX	100	1	1-2 BUSINESS SOLUTIONS
<b>ENVELOPES: MISCELLANEOUS</b>											
16-0360	Envelope	Envelope, transparent, letter size, side opening, with pockets, stringbutton closure, 1" expansion, durable poly construction, clear, 12/pkg	SPARCO	SPR02017	\$ 28.32	\$ 9.93	pkg	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0362	Envelope, #6-3/4	Envelope, #6-3/4, 24#, white, plain without window, 500/box.	BSN42252	BUSINESS SOUF BUSINESS SOUF BSN42252	\$ 53.82	\$ 11.23	box	BX	500	1	1-2 BUSINESS SOLUTIONS
16-0363	Window Envelope, #10	Envelope, #10, with window, 24#, white, 500/box.	BSN42251	BUSINESS SOUF BUSINESS SOUF BSN42251	\$ 65.11	\$ 16.27	box	BX	500	1	1-2 BUSINESS SOLUTIONS
<b>FOLDERS: CLASSIFICATION</b>											
16-0364	Classification Folder, End Tab, No Divider	End-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 1 -divider, 10/box, list, available colors.		NATURE SAVER NATURE SAVER NATSP17251	\$ 61.36	\$ 24.93	box	BX	10	1	1-2 BUSINESS SOLUTIONS

16-0365	Classification Folder, End Tab, No-Divider	End-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 2 -dividers, 10box, list, available colors.	NATSP17252	NATURE SAVER NATURE SAVER NATSP17252	\$ 70.44	\$ 29.64	box	BX	10	1	1-2 BUSINESS
16-0366	Classification Folder, End Tab, 1-Divider	End-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 1 -divider, 10box, list, available colors.	NATSP17251	NATURE SAVER NATURE SAVER NATSP17251	\$ 61.36	\$ 24.93	box	BX	10	1	1-2 BUSINESS
16-0367	Classification Folder, End Tab, 2-Dividers	End-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 2 -dividers, 10box, list, available colors.	NATSP17252	NATURE SAVER NATURE SAVER NATSP17252	\$ 70.44	\$ 29.64	box	BX	10	1	1-2 BUSINESS
16-0368	Classification Folder, End Tab, 1-Divider	End-tab, pressboard, classification folders with fasteners, legal size, 8 1/2" x 14", 1 -divider, 10box, list, available colors.	NATSP17256	NATURE SAVER NATURE SAVER NATSP17256	\$ 71.94	\$ 28.45	box	BX	10	1	1-2 BUSINESS
16-0369	Classification Folder, End Tab, 2-Dividers	End-tab, pressboard, classification folders with fasteners, legal size, 8 1/2" x 14", 2 -dividers, 10box, list, available colors.	NATSP17257	NATURE SAVER NATURE SAVER NATSP17257	\$ 82.12	\$ 34.06	box	BX	10	1	1-2 BUSINESS
16-0370	Classification Folder, Top Tab, No Divider	Top-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 1 -divider, 10box, list, available colors.	NATSP17200	NATURE SAVER NATURE SAVER NATSP17200	\$ 60.38	\$ 20.31	box	BX	10	1	1-2 BUSINESS

16-0371	Classification Folder, Top Tab, No-Divider	Top-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 2 -dividers, 10/box, list available colors.	NATURE SAVER NATURE SAVER NATSP17209	\$ 72.34	\$ 24.10	box	BX	10	1	1-2 BUSINESS	
16-C372	Classification Folder, Top Tab, 1-Divider	Top-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 1 -divider, 10/box, list available colors.	NATURE SAVER NATURE SAVER NATSP17200	\$ 60.38	\$ 20.31	box	BX	10	1	1-2 BUSINESS	
16-0373	Classification Folder, Top Tab, 2-Dividers	Top-tab, pressboard, classification folders with fasteners, letters size, 8 1/2" x 11", 2 -dividers, 10/box, list available colors.	NATURE SAVER NATURE SAVER NATSP17209	\$ 72.34	\$ 24.10	box	BX	10	1	1-2 BUSINESS	
16-0374	Classification Folder, Top Tab, 1-Divider	Top-tab, pressboard, classification folders with fasteners, legal size, 8 1/2" x 14", 1 -divider, 10/box, list available colors.	NATURE SAVER NATURE SAVER NATSP17221	\$ 56.45	\$ 25.74	box	BX	10	1	1-2 BUSINESS	
16-0375	Classification Folder, Top Tab, 2-Dividers	Top-tab, pressboard, classification folders with fasteners, legal size, 8 1/2" x 14", 2 -dividers, 10/box, list available colors.	NATURE SAVER NATURE SAVER NATSP17220	\$ 56.45	\$ 24.24	box	BX	10	1	1-2 BUSINESS	
<b>FOLDERS AND ACCESSORIES: FILE FRAMES</b>											
16-0382	File Folder Frame, Letter	SPRS26	SPARCO	SPRP26	\$ 12.56	\$ 2.44	each	BX	6	1	1-2 BUSINESS
16-0383	File Folder Frame, Legal	SPRS36	SPARCO	SPRS36	\$ 14.20	\$ 2.61	each	BX	6	1	1-2 BUSINESS
<b>FOLDERS AND ACCESSORIES: HANGING</b>											
16-0384	Hanging Folder	Hanging folder, green, letter, 15-cut with plastic tabs, 25/box	BSN17533	BUSINESS SOUF BUSINESS SOUF BSN17533	\$ 31.67	\$ 5.35	box	BX	25	1	1-2 BUSINESS
16-0385	Hanging Folder	Hanging folder, green, letter, 15-cut with plastic tabs, 25/box	BSN17532	BUSINESS SOUF BUSINESS SOUF BSN17532	\$ 32.35	\$ 5.94	box	BX	25	1	1-2 BUSINESS

16-0386	Hanging Folder	Hanging folder, five-assorted colors, letter, 1/3-cut with plastic tabs.	SPRSP5215AST	SPARCO	SPRS5215AST	\$ 34.50	\$ 11.19	box	BX	25	1	1-2 BUSINESS SOLUTIONS
<b>FOLDERS AND ACCESSORIES: MANILA</b>												
16-0387	File Folder, Letter, 1/3-cut	File folder, manila, letter, 1/3-cut, 100/bx.	BSN17525	BUSINESS SOURCE BUSINESS SOURCE BSN17525		\$ 28.18	\$ 6.21	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0388	File Folder, Letter, 1/5-cut	File folder, manila, letter, 1/5-cut, 100/bx.	BSN43567	BUSINESS SOURCE BUSINESS SOURCE BSN43567		\$ 32.08	\$ 7.21	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0389	File Folder, Letter, Straight Cut	File folder, manila, letter, straight cut, 100/bx.	BSN43565	BUSINESS SOURCE BUSINESS SOURCE BSN43565		\$ 30.23	\$ 7.21	box	BX	100	1	1-2 BUSINESS SOLUTIONS
16-0390	File Folder, Legal, 1/3-cut	File folder, manila, legal, 1/3-cut, 100/bx.	BSN17526	BUSINESS SOURCE BUSINESS SOURCE BSN17526		\$ 36.26	\$ 8.28	box	BX	100	1	1-2 BUSINESS SOLUTIONS
<b>FOLDERS AND ACCESSORIES: POCKETS AND WALLETS</b>												
16-0391	Expanding File Pocket	Expanding file pocket, letter, 1-3/4".	BSN65790	BUSINESS SOURCE BUSINESS SOURCE BSN65790		\$ 2.26	\$ 0.59	each	BX	25	1	1-2 BUSINESS SOLUTIONS
16-0392	Expanding File Pocket	Expanding file pocket, letter, 3-1/2".	BSN65791	BUSINESS SOURCE BUSINESS SOURCE BSN65791		\$ 2.63	\$ 0.63	each	BX	25	1	1-2 BUSINESS SOLUTIONS
16-0393	Expanding File Pocket	Expanding file pocket, pony letter, with flap, multiple slots.	PFX39524BLA	TOPS PENDAFLEX	PFX39524BLA	\$ 6.99	\$ 4.46	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0394	File Wallet	Expanding file wallet, manila, letter, 1".	SPRSP24910	SPARCO	SPRS24910	\$ 1.05	\$ 0.58	each	BX	50	1	1-2 BUSINESS SOLUTIONS
16-0395	File Wallet	Expanding file wallet, manila, letter, 2".	SPRSP24920	SPARCO	SPRS24920	\$ 1.08	\$ 0.62	each	BX	50	1	1-2 BUSINESS SOLUTIONS
<b>GLUES AND ADHESIVES: ACCESSORIES</b>												
16-0397	Glue Cap	Reusable glue cap, dispenses glue without clogs or leaks, fits 4 oz. and 8 oz. bottles of glue. (TAP-N-Glue Cap)	CKC43126	THE CHENILLE CHENILLE KRAFT CKC43126		\$ 3.20	\$ 1.85	each	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>GLUES AND ADHESIVES: GLUE GEL</b>												
16-0398	Glue Gel	School glue gel, washable, no run, non-toxic, 4 oz.	EPIE364	ELMER'S PROD ELMERS		\$ 3.00	\$ 1.18	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0399	Clear Glue Stick	Glue stick, clear, washable, odorless, non-toxic, twist-up applicator, 21-.29 oz.	BSN15786	BUSINESS SOURCE BUSINESS SOURCE BSN15786		\$ 0.98	\$ 0.19	each	EA	1	1	1-2 BUSINESS SOLUTIONS

16-0400	Clear Glue Stick	Glue stick, clear, washable, non-toxic, twist-up applicator, 74-.88 oz.	BSN15787	BUSINESS SOURCE BUSINESS SOURCE BSN15787	\$ 1.75	\$ 0.49	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0401	Clear Glue Stick	Glue stick, clear, washable, non-toxic, twist-up applicator, 1.27-1.41 oz.	BSN15788	BUSINESS SOURCE BUSINESS SOURCE BSN15788	\$ 2.60	\$ 0.56	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0402	Colored Glue Stick	Glue stick, colored, dries clear, washable, odorless, non-toxic, twist-up applicator, .21-.29 oz.	DIX15069	DIXON TICONDE DIXON DIX15089	\$ 1.19	\$ 0.45	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0403	Colored Glue Stick	Glue stick, colored, dries clear, washable, odorless, non-toxic, twist-up applicator, .74-.88 oz.	DIX15090	DIXON TICONDE DIXON DIX15090	\$ 2.26	\$ 1.21	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0404	Colored Glue Stick	Glue stick, colored, dries clear, washable, odorless, non-toxic, twist-up applicator, 1.27-1.41 oz.	DIX15091	DIXON TICONDE DIXON DIX15091	\$ 3.23	\$ 1.66	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0405	Permanent Glue Stick	Glue stick, permanent, white, dries clear, non-toxic, twist-up applicator, .21-.29 oz.	AVE00165	AVERY AVERY	\$ 1.04	\$ 0.40	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0406	Permanent Glue Stick	Glue stick, permanent, white, dries clear, non-toxic, twist-up applicator, .45 oz.	MMMS115	3M SCOTCH MMMS115	\$ 1.88	\$ 0.87	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0407	Permanent Glue Stick	Glue stick, permanent, white, dries clear, non-toxic, twist-up applicator, 1.27-1.41 oz.	AVE00166	AVERY AVERY	\$ 2.68	\$ 1.15	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0408	Restickable Glue Stick	Glue stick, restickable, clear, non-toxic, twist-up applicator, 2 oz.	MMMS307	3M SCOTCH MMMS307	\$ 1.57	\$ 0.73	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0409	Washable Glue Stick	Glue stick, non-washable, non-toxic, twist-up applicator, .74-.88 oz.	BSN15787	BUSINESS SOURCE BUSINESS SOURCE BSN15787	\$ 21.00	\$ 5.88	dz	EA	1	1	1-2 BUSINESS
16-0410	Washable Glue Stick	Glue stick, washable, odorless, non-toxic, twist-up applicator, .21-.28 oz.	BSN15785	BUSINESS SOURCE BUSINESS SOURCE BSN15785	\$ 10.08	\$ 2.85	dz	PK	18	1	1-2 BUSINESS
16-0411	Washable Glue Stick	Glue stick, washable, non-toxic, twist-up applicator, 1.27-.1.41 oz.	BSN15788	BUSINESS SOURCE BUSINESS SOURCE BSN15788	\$ 31.20	\$ 6.72	dz	EA	1	1	1-2 BUSINESS
<b>GLUES AND ADHESIVES: GLUE STICKS, ELMER'S</b>											
16-0412	Washable Glue Stick, Classroom Pack	(Glue stick, 100s clear, washable, odorless, add-free, non-toxic, twist-up applicator, .21-.29 oz., classroom pack.)	BSN15786	BUSINESS SOURCE BUSINESS SOURCE BSN15786	\$ 29.40	\$ 5.70	box	EA	1	1	1-2 BUSINESS
16-0413	Washable Glue Stick	Glue stick, dries clear, washable, odorless, add-free, non-toxic, twist-up applicator, .21-.29 oz.	BSN15786	BUSINESS SOURCE BUSINESS SOURCE BSN15786	\$ 0.98	\$ 0.19	each	EA	1	1	1-2 BUSINESS
16-0414	Washable Glue Stick	Glue stick, dries clear, washable, odorless, add-free, non-toxic, twist-up applicator, .74-.88 oz.	BSN15787	BUSINESS SOURCE BUSINESS SOURCE BSN15787	\$ 1.75	\$ 0.49	each	EA	1	1	1-2 BUSINESS
16-0415	Washable Glue Stick	Glue stick, dries clear, washable, odorless, add-free, non-toxic, twist-up applicator, .21-.1.41 oz.	BSN15788	BUSINESS SOURCE BUSINESS SOURCE BSN15788	\$ 2.60	\$ 0.56	each	EA	1	1	1-2 BUSINESS
<b>GLUES AND ADHESIVES: HOT GLUE</b>											
16-0416	Glue Gun, Hot-Melt	Hot-melt glue gun, high melt temperature to 380 degrees, 10-watt.	FPRGM160F	FPC CORPORATION FPC	\$ 5.50	\$ 3.56	each	EA	1	1	1-2 BUSINESS
16-0417	Glue Gun, Dual-Temp	Glue gun, dual temp, high (380 degrees) to low temperatures.	FPRDT270	FPC CORPORATION FPC	\$ 10.51	\$ 7.19	each	EA	1	1	1-2 BUSINESS
16-0418	Glue Sticks, Hot-Melt	Glue sticks for hot-melt glue gun.	CKC3351	THE CHENILLE KRAFT COMPANY CKC3351	\$ 2.90	\$ 1.79	dz	PK	12	1	1-2 BUSINESS

16-0419	Glue Sticks, Dual-Temp	Glue sticks for dual-temp melt glue gun works with high, high-flow, and low BOSSGS20DT temperature glue guns, 50/pk.	AMAX INC.	STANLEY	BOSSGS20DT	\$ 16.02	\$ 9.62	pkg	PK	24	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0420	Glue Gun, Low-Melt Melt	Low-melt glue gun, melt temperature to 230 degrees, 10-watt.	FPC CORPORATION	FPC	FPRKD160F	\$ 6.99	\$ 4.28	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0421	Adhesive Putty	Reusable adhesive putty, non-hazardous, 2.0 oz.	3M	SCOTCH	MMMB860	\$ 2.43	\$ 1.17	each	PK	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0422	Adhesive Putty	Reusable adhesive putty, 1.0 oz. blue. (DAP)	DAP	DAP	DAP01201	\$ 3.99	\$ 1.58	pkg	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>GLUES AND ADHESIVES: RUBBER CEMENT</b>													
16-0423	Rubber Cement, 4 oz.	Rubber cement, 4 oz. with brush in cap, acid-free.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE904	\$ 3.12	\$ 1.12	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0424	Rubber Cement, 8 oz.	Rubber cement, 8 oz. with brush in cap, acid-free.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPI1231	\$ 6.00	\$ 2.62	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0425	Rubber Cement, 16 oz.	Rubber cement, 16 oz.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPI1232	\$ 10.56	\$ 5.21	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0426	Rubber Cement, 32 oz.	Rubber cement, 32 oz.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPI1233	\$ 16.24	\$ 7.52	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0427	Rubber Cement, Gallon	Rubber cement, plastic container, gallon.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPI1234	\$ 58.21	\$ 36.35	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>GLUES AND ADHESIVES: WHITE GLUE</b>													
16-0428	White Glue, 1-1/4 oz.	White glue, 1-1/4 oz.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE301	\$ 1.29	\$ 0.59	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0429	White Glue, 4 oz.	White glue, 4 oz.	CHARLES LEON CLU	CHARLES LEON CLU	LEO46004	\$ 1.45	\$ 0.71	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0430	White Glue, 7 oz.	White glue, 7 oz.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE308	\$ 3.47	\$ 1.60	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0431	White Glue, Gallon	White glue, plastic container, gallon.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE340	\$ 26.29	\$ 12.17	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0432	School Glue, 4 oz.	White school glue, washable, no run, 4 oz.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE304	\$ 2.18	\$ 1.01	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0433	School Glue, 7-5/8 oz.	White school glue, washable, no run, 7-5/8 oz.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE308	\$ 3.47	\$ 1.60	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0434	School Glue, Gallon	White school glue, washable, no run, gallon.	ELMER'S PROD/ELMER'S	ELMER'S PROD/ELMER'S	EPIE340	\$ 26.29	\$ 12.17	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0435	No-run Glue, 4 oz.	White school glue, washable, no run, 4 oz. (Crayola).	CY0561104	CRAYOLA	CRAYOLA	CY0561104	\$	1.64	\$	0.86	each	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>HANGING DEVICES: HOOKS</b>															GLOBAL OFFICE SOLUTIONS
16-0436	Suspended Ceiling Hooks	Adams Hooks for suspended ceilings, open and close on ceiling grid.	ADM190093241	ADAMS	ADAMS	ADM190093241	\$	1.14	\$	0.66	each	EA	6	1	1-2 BUSINESS SOLUTIONS
<b>HANGING DEVICES: WALL MOUNTING</b>															GLOBAL OFFICE SOLUTIONS
16-0439	Hanging Clips	Hanging clips, self-adhesive, reusable, 20/box.	AVT01220	ADVANTUS	STIKKCLIPS	AVT01220	\$	5.12	\$	3.55	box	PK	20	1	1-2 BUSINESS SOLUTIONS
16-0440	Hanging Clips	E-Z Up Stikki Clips, 50/pkg.	AVT01220	ADVANTUS	STIKKCLIPS	AVT01220	\$	7.68	\$	5.34	pkg	PK	20	1	1-2 BUSINESS SOLUTIONS
16-0441	Poster Tape	Removable poster tape for use on multiple surface including brick and cinder walls, 1 1/2" x 10 yards on 1" core, assorted colors.	MM1109	3M	SCOTCH	MM1109	\$	7.05	\$	3.48	each	RL	1	1	1-2 BUSINESS SOLUTIONS
<b>LAMINATING FILM: CATALOG DISCOUNT</b>															GLOBAL OFFICE SOLUTIONS
16-0443	Catalog Discount Laminating Film	Percentage of education list price for widths, thicknesses and finishes of laminating film bid not specifically listed on bid. Enter percentage or range of percentages in "Price" column, manufacturer(s) in "Manufacturer" column, and catalog name, URL and date in "Colors, Available" column.													GLOBAL OFFICE SOLUTIONS
<b>LIBRARY SUPPLIES: BOOKENDS</b>															GLOBAL OFFICE SOLUTIONS
16-0445	Bookends	Bookends, steel, non-skid, small.	BSN42550	BUSINESS SOURCE	BUSINESS SOURCE	BSN42550	\$	4.15	\$	1.75	each	PR	1	1	1-2 BUSINESS SOLUTIONS
16-0446	Bookends	Bookends, steel, non-skid, large.	BSN42551	BUSINESS SOURCE	BUSINESS SOURCE	BSN42551	\$	9.50	\$	4.31	each	PR	1	1	1-2 BUSINESS SOLUTIONS
16-0447	Bookends	Bookends, steel, plain base, large.	SPRBS410	SPARCO	SPARCO	SPRBS410	\$	9.50	\$	6.71	each	PR	1	1	1-2 BUSINESS SOLUTIONS
16-0448	Bookends	Bookends, steel, plain base, small.	MMF241005050	MMF INDUSTRIAL	STEEL MASTER	MMF241005050	\$	4.80	\$	1.67	each	PR	1	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: DRY ERASE</b>															GLOBAL OFFICE SOLUTIONS

16-0449	Dry Erase Markers, Chisel Tip, Four-color	Markers, dry erase, chisel tip, four-color set.	IT A30015	INTEGRA	INTEGRA	IT A30015	\$ 7.19	\$ 2.14	set	ST	4	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0450	Dry Erase Markers, Chisel Tip, Eight-color	Markers, dry erase, chisel tip, eight-color set.	IT A33311	INTEGRA	INTEGRA	IT A33311	\$ 15.48	\$ 5.11	set	ST	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0451	Dry Erase Markers, Chisel Tip, Black	Markers, dry erase, chisel tip, black.	IT A30010	INTEGRA	INTEGRA	IT A30010	\$ 17.99	\$ 5.95	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0452	Dry Erase Markers, Chisel Tip, Red	Markers, dry erase, chisel tip, red.	IT A33309	INTEGRA	INTEGRA	IT A33309	\$ 17.99	\$ 5.95	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0453	Dry Erase Markers, Chisel Tip, Blue	Markers, dry erase, chisel tip, blue.	IT A33308	INTEGRA	INTEGRA	IT A33308	\$ 17.99	\$ 5.95	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0454	Dry Erase Markers, Chisel Tip, Green	Markers, dry erase, chisel tip, green.	IT A33310	INTEGRA	INTEGRA	IT A33310	\$ 17.99	\$ 5.95	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0455	Dry Erase Markers, Fine Tip, Four-color	Markers, dry erase, fine tip, four-color set.	SAN B4074	SANFORD	EXPO	SAN B4074	\$ 7.38	\$ 3.28	set	ST	4	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0456	Dry Erase Markers, Fine Tip, Red	Markers, dry erase, fine tip, red.	SAN B4001	SANFORD	EXPO	SAN B4001	\$ 22.20	\$ 10.67	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0457	Dry Erase Markers, Fine Tip, Black	Markers, dry erase, fine tip, black.	SAN B4002	SANFORD	EXPO	SAN B4002	\$ 22.20	\$ 10.67	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0458	Dry Erase Markers, Fine Tip, Green	Markers, dry erase, fine tip, green.	SAN B4004	SANFORD	EXPO	SAN B4004	\$ 22.20	\$ 10.67	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0459	Dry Erase Markers, Fine Tip, Blue	Markers, dry erase, fine tip, blue.	SAN B4003	SANFORD	EXPO	SAN B4003	\$ 22.20	\$ 10.67	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0460	Dry Erase Markers, Bullet Tip, Four-color	Markers, dry erase, bullet tip, four-color set.	IT A01019	INTEGRA	INTEGRA	IT A01019	\$ 7.19	\$ 1.30	set	ST	4	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0461	Dry Erase Markers, Bullet Tip, Black	Markers, dry erase, bullet tip, black.	IT A01017	INTEGRA	INTEGRA	IT A01017	\$ 17.99	\$ 3.58	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>MARKERS: DRY ERASE, LOW ODOR</b>													
16-0462	Dry Erase Markers, Low Odor, Chisel Tip, Four-color	Markers, dry erase, low odor, chisel tip, four- color set.	SAN B0174	SANFORD	EXPO	SAN B0174	\$ 8.92	\$ 4.00	set	ST	4	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0463	Dry Erase Markers, Low Odor, Chisel Tip, Black	Markers, dry erase, low odor, chisel tip, eight- color set.	SAN B0678	SANFORD	EXPO	SAN B0678	\$ 16.64	\$ 7.55	set	PK	8	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0464	Dry Erase Markers, Low Odor, Chisel Tip, Red	Markers, dry erase, low odor, chisel tip, red.	SAN B0001	SANFORD	EXPO	SAN B0001	\$ 23.40	\$ 12.59	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0465	Dry Erase Markers, Low Odor, Chisel Tip, Blue	Markers, dry erase, low odor, chisel tip, blue.	SAN B0002	SANFORD	EXPO	SAN B0002	\$ 28.80	\$ 12.59	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0466	Dry Erase Markers, Low Odor, Chisel Tip, Green	Markers, dry erase, low odor, chisel tip, green.	SAN B0003	SANFORD	EXPO	SAN B0003	\$ 28.80	\$ 12.59	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0467	Dry Erase Markers, Low Odor, Chisel Tip, Green	Markers, dry erase, low odor, chisel tip, green.	SAN B0004	SANFORD	EXPO	SAN B0004	\$ 28.80	\$ 12.59	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS

16-0468	Dry Erase Markers, Low Odor, Fine Tip, Four-color	Markers, dry erase, low odor, fine tip, four- color set.	SAN86574K	SANFORD	EXPO	SAN86674K	\$ 7.23	\$ 3.19	set	PK	4	1	1-2 BUSINESS SOLUTIONS
16-0465	Dry Erase Markers, Low Odor, Fine Tip, Black	Markers, dry erase, low odor, fine tip, black.	SAN86001	SANFORD	EXPO	SAN86011	\$ 18.96	\$ 10.45	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0470	Dry Erase Markers, Low Odor, Fine Tip, Red	Markers, dry erase, low odor, fine tip, red.	SAN86002	SANFORD	EXPO	SAN86022	\$ 23.40	\$ 10.45	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0471	Dry Erase Markers, Low Odor, Bullet Tip, Black	Markers, dry erase, low odor, bullet tip, four- color set.	SAN82074	SANFORD	EXPO	SAN82074	\$ 8.92	\$ 4.00	set	ST	4	1	1-2 BUSINESS SOLUTIONS
16-0472	Dry Erase Markers, Low Odor, Bullet Tip, Black	Markers, dry erase, low odor, bullet tip, black.	SAN82091	SANFORD	EXPO	SAN82091	\$ 28.80	\$ 12.29	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0473	Dry Erase Markers, Low Odor, Bullet Tip, Blue	Markers, dry erase, low odor, bullet tip, blue.	SAN82093	SANFORD	EXPO	SAN82093	\$ 28.80	\$ 12.29	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0474	Dry Erase Markers, Low Odor, Chisel Tip, 16-color	Markers, dry erase, low odor, chisel tip, 16- color set, assorted colors.	SAN81045	SANFORD	EXPO	SAN81045	\$ 33.76	\$ 16.25	set	ST	16	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: HIGHLIGHTER, EBERHARD FABER</b>													
16-0475	Highlighters, Chisel Tip, Orange	Markers, highlighter, chisel tip, orange.	SAN64325	SANFORD	BEROL	SAN64325	\$ 10.32	\$ 3.11	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0476	Highlighters, Chisel Tip, Fluorescent Yellow	Markers, highlighter, chisel tip, fluorescent, yellow.	SAN64324	SANFORD	BEROL	SAN64324	\$ 10.32	\$ 3.11	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0477	Highlighters, Chisel Tip, Pink	Markers, highlighter, chisel tip, pink.	SAN64327	SANFORD	BEROL	SAN64327	\$ 11.28	\$ 3.11	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0478	Highlighters, Chisel Tip, Blue	Markers, highlighter, chisel tip, blue.	SAN64328	SANFORD	BEROL	SAN64328	\$ 10.32	\$ 3.11	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0479	Highlighters, Chisel Tip, Green	Markers, highlighter, chisel tip, green.	SAN64329	SANFORD	BEROL	SAN64329	\$ 11.28	\$ 3.11	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: HIGHLIGHTER, SANFORD SHARPE</b>													
16-0480	Highlighters, Chisel Tip, Six- color	Markers, highlighter, chisel tip, six- color set.	ITA30001	INTEGRA	INTEGRA	ITA30001	\$ 6.15	\$ 1.94	set	ST	6	1	1-2 BUSINESS SOLUTIONS
16-0481	Highlighters, Chisel Tip, Yellow	Markers, highlighter, chisel tip, fluorescent, yellow.	SAN64324	SANFORD	BEROL	SAN64324	\$ 10.32	\$ 3.11	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: OVERHEAD</b>													
16-0482	Markers	Markers, overhead, fine tip, four-color set.	SAN16074	SANFORD	EXPO	SAN16074	\$ 8.75	\$ 4.19	set	ST	4	1	1-2 BUSINESS SOLUTIONS

16-0483	Markers	Markers, overhead, fine tip, eight-color set.	SAN16078	SANFORD	EXPO	SAN16078	\$ 17.40	\$ 7.04	set	ST	8	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: PERMANENT</b>													
16-0484	Markers	Markers, permanent, chisel tip, eight-color set.	ITA30012	INTEGRA	INTEGRA	ITA30012	\$ 9.18	\$ 3.63	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0485	Markers	Markers, permanent, chisel tip black.	SAN54291	SANFORD	BEROL	SAN64291	\$ 12.84	\$ 3.11	dz	D2	12	1	1-2 BUSINESS SOLUTIONS
16-0486	Markers	Markers, permanent, calligraphy, medium chisel tip, black.	UCH6000MS1	UCHIDA YOKO	MARVY	UCH6000MS1	\$ 1.89	\$ 1.31	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0487	Markers	Markers, permanent, fine point, eight-color set.	SAN30078	SANFORD	SHARPIE	SAN30078	\$ 11.92	\$ 5.68	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0488	Markers	Markers, permanent, fine point, 12-color set.	SAN30072	SANFORD	SHARPIE	SAN30072	\$ 17.89	\$ 8.51	set	ST	12	1	1-2 BUSINESS SOLUTIONS
16-0489	Markers	Markers, permanent, fine point, black.	ITA30016	INTEGRA	INTEGRA	ITA30016	\$ 12.99	\$ 3.84	dz	D2	12	1	1-2 BUSINESS SOLUTIONS
16-0490	Markers	Markers, permanent, ultra fine point, 12-color set.	SAN37172	SANFORD	SHARPIE	SAN37172	\$ 17.89	\$ 8.51	set	ST	12	1	1-2 BUSINESS SOLUTIONS
16-0491	Markers	Markers, permanent, ultra fine point, black.	SAN37001	SANFORD	SHARPIE	SAN37001	\$ 18.12	\$ 7.17	dz	D2	12	1	1-2 BUSINESS SOLUTIONS
16-0492	Permanent Markers, Retractable, fine point, Red	Permanent Markers, retractable, fine point, red.	SAN32702	SANFORD	SHARPIE	SAN32702	\$ 37.92	\$ 18.07	dz	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: WATERBASE</b>													
16-0501	Washable Markers, Chisel Tip, 12-color	Washable Markers, Chisel tip, 12-color set.	CY0587812	CRAYOLA	CRAYOLA	CY0587812	\$ 8.04	\$ 4.47	set	ST	12	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: WATERBASE WASHABLE</b>													
16-0502	Washable Markers	Markers, washable, wedge tip, eight-color set, classic colors.	CY0587208	CRAYOLA	CRAYOLA	CY0587208	\$ 5.33	\$ 3.16	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0503	Washable Markers	Markers, washable, conical tip, eight-color set, classic colors.	CY0587708	CRAYOLA	CRAYOLA	CY0587708	\$ 4.11	\$ 2.28	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0504	Washable Markers	Markers, washable, conical tip, 12-color set.	CY0587712	CRAYOLA	CRAYOLA	CY0587712	\$ 5.18	\$ 2.88	set	ST	12	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: WATERBASE SETS, CLASSPACKS &amp; SPECIALTY</b>													
16-0505	Waterbase Markers	Markers, waterbase, conical tip, eight-color set, classic colors.	CY0587708	CRAYOLA	CRAYOLA	CY0587708	\$ 4.11	\$ 2.28	set	ST	8	1	1-2 BUSINESS SOLUTIONS

16-0506	Waterbase Markers	Markers, waterbase, conical tip eight-color set, bold colors.	CY0587732	CRAYOLA	CRAYOLA	CY0587732	\$ 4.11	\$ 2.28	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0507	Waterbase Markers	Markers, waterbase, conical tip, 12-color set.	CY0587712	CRAYOLA	CRAYOLA	CY0587712	\$ 5.18	\$ 2.88	set	ST	12	1	1-2 BUSINESS SOLUTIONS
16-0508	Waterbase Markers	Markers, waterbase, conical tip, multicolor tones, eight-color set.	CY0587801	CRAYOLA	CRAYOLA	CY0587801	\$ 5.33	\$ 2.96	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0509	Waterbase Markers	Markers, waterbase, fine tip, eight-color set, classic colors.	CY0587709	CRAYOLA	CRAYOLA	CY0587709	\$ 4.11	\$ 2.28	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0510	Waterbase Markers	Markers, waterbase, conical tip, classroom pack, 256/set.	CY0588201	CRAYOLA	CRAYOLA	CY0588201	\$ 109.09	\$ 61.36	set	BX	256	1	1-2 BUSINESS SOLUTIONS
<b>MARKERS: WATERCOLOR, SCENTED</b>													
16-0511	Markers, scented	Markers, scented watercolor, chisel tip, eight-color set.	SAN1905070	SANFORD	MR. SKETCH	SAN1905070	\$ 8.99	\$ 4.20	set	ST	8	1	1-2 BUSINESS SOLUTIONS
16-0512	Markers	Markers, scented watercolor, chisel tip, 12-color set.	SAN1905069	SANFORD	EXPO	SAN1905069	\$ 13.03	\$ 6.27	set	ST	12	1	1-2 BUSINESS SOLUTIONS
16-0513	Markers	Markers, scented watercolor, fine point, ten-color set.	SAN1924010	SANFORD	MR. SKETCH	SAN1924010	\$ 15.49	\$ 7.14	set	ST	10	1	1-2 BUSINESS SOLUTIONS
16-0514	Markers	Markers, scented watercolor, chisel tip, 18-color set.	SAN1924061	SANFORD	MR. SKETCH	SAN1924061	\$ 25.07	\$ 11.69	set	ST	14	1	1-2 BUSINESS SOLUTIONS
<b>OFFICE SUPPLIES: ADDING MACHINE ROLLS</b>													
16-0515	Calculator Tape	Calculator tape 2-1/4" x 50' bond or white, scented paper.	BSN31820	BUSINESS SOURCE	BUSINESS SOURCE	BSN31820	\$ 1.33	\$ 0.50	roll	PK	3	1	1-2 BUSINESS SOLUTIONS
<b>OFFICE SUPPLIES: BINDER CLIPS</b>													
16-0516	Binder Clips, Small	Binder clips, small 3/8" capacity, 12/box.	BSN36550	BUSINESS SOURCE	BUSINESS SOURCE	BSN36550	\$ 1.82	\$ 0.20	box	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0517	Binder Clips, Medium	Binder clips, medium 5/8" capacity, 12/box.	BSN36551	BUSINESS SOURCE	BUSINESS SOURCE	BSN36551	\$ 3.84	\$ 0.51	box	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0518	Binder Clips, Large	Binder clips, large 1" capacity, 12/box.	BSN36552	BUSINESS SOURCE	BUSINESS SOURCE	BSN36552	\$ 10.42	\$ 1.35	box	DZ	12	1	1-2 BUSINESS SOLUTIONS

16-0519 Book Rings, 1"	Book rings, 1"	SPR01436	SPARCO	SPR01436	\$ 28.55	\$ 8.40	box	BX	100	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0520 Book Rings, 2"	Book rings, 2"	SPR01439	SPARCO	SPR01439	\$ 23.21	\$ 7.33	box	BX	50	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0521 Book Rings, 3"	Book rings, 3"	SPR01441	SPARCO	SPR01441	\$ 5.45	\$ 3.16	box	BX	10	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>OFFICE SUPPLIES: CLIPBOARDS</b>											
16-0522 Clipboard	Clipboard, 9" x 12", 1/2", hardboard, letter size.	BSN65637	BUSINESS SOURCE BUSINESS SOURCE	BSN65637	\$ 2.99	\$ 0.78	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0523 Clipboard	Clipboard, 9" x 12", 1/2", plastic, letter size.	SPR01869	SPARCO	SPR01869	\$ 13.37	\$ 4.73	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0524 Clipboard	Clipboard, 9" x 15", 1/2", hardboard, legal size.	BSN2854	BUSINESS SOURCE BUSINESS SOURCE	BSN2854	\$ 3.56	\$ 1.20	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>OFFICE SUPPLIES: CORRECTION SUPPLIES</b>											
16-0525 Correction Fluid, Fast Dry	Correction fluid, white, fast dry, foam wedge applicator, spillproof, 20mL	BICWOFQD12W BIC	BIC	BICWOFQD12W BIC	\$ 2.12	\$ 0.94	bottle	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0527 Correction Fluid, Waterbase	Correction fluid, white, waterbase, spillproof, 20 mL	BICWOFVB12W BIC	BIC	BICWOFVB12W BIC	\$ 2.12	\$ 0.96	bottle	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0529 Correction Fluid, Smooth Coverage	Correction fluid, white, smooth coverage, foam wedge applicator, 20 mL	PAP5840115	SANFORD	PAPERMATE	\$ 2.18	\$ 1.06	bottle	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0530 Correction Fluid, Bulk Pack	Correction fluid, white, multipurpose, smooth coverage, 20 mL	ITA01539	INTEGRA	INTEGRA	\$ 2.51	\$ 0.62	Pack	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0531 Correction Tape	Correction tape, single line, 16' x 236"	ITA60232	INTEGRA	INTEGRA	\$ 3.60	\$ 1.09	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0532 Correction Film Tape	Correction film tape, single line, 16' x 236"	TOM68620	TOMBOW	TOMBOW	\$ 4.22	\$ 1.93	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0533 Correction Fluid, Fast Dry	Correction fluid, white, fast dry, foam wedge applicator, spillproof, 20mL	BICWOFQD12W BIC	BIC	BICWOFQD12W BIC	\$ 2.12	\$ 0.94	bottle	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0534 Correction Fluid, Pen & Ink	Correction fluid, white, pen & ink, foam wedge applicator, spillproof, 20mL	DISCONTINUED BY MANUFACTURER	DISCONTINUED BY MANUFACTURER	no bid	bottle						GLOBAL OFFICE SOLUTIONS



16-0550	Labels, 3/4" x 1"	Labels, 3/4" x 1" pressure sensitive, 5 sheets, 1000 labels/pkg, white.	AVERY	AVE05428	\$ 9.21	\$ 3.75	pkg	PK	1000	1	1-2 BUSINESS
16-0551	Name Badge Labels	Name badge labels, 2-1/4" x 3-3/8", plain white, perforated, non-slicker, 100/box	AVERY	AVE05390	\$ 6.56	\$ 3.54	box	BX	400	1	1-2 BUSINESS
<b>OFFICE SUPPLIES: LABELS, LASER</b>											
16-0552	Laser Labels, 1" x 2-5/8"	Labels, laser printer, 1" x 2-5/8", 30 labels per 8-1/2" x 1" sheet, white, 3000 labels/pkg.	AVERY	AVE05050	\$ 39.98	\$ 8.14	pkg	BX	3000	1	1-2 BUSINESS
<b>OFFICE SUPPLIES: PAGE REINFORCEMENTS</b>											
16-0553	Page Reinforcements	Page reinforcements, 200/pkg.	BSN1508	BUSINESS SOURCE BUSINESS SCOUT BSN#1508	\$ 1.82	\$ 0.83	pkg	PK	200	1	1-2 BUSINESS
<b>OFFICE SUPPLIES: PAPER CLIPS AND FASTENERS</b>											
16-0554	Paper Clips	Paper clips, #1, 100/pkg.	OIC99911	OFFICEMATE OIC	\$ 0.73	\$ 0.15	box	BX	100	1	1-2 BUSINESS
16-0555	Paper Clips	Paper clips, jumbo, 100/pkg.	OIC99914	OFFICEMATE OIC	\$ 2.20	\$ 0.46	box	BX	100	1	1-2 BUSINESS
16-0556	Paper Clips	Paper clips, non-skid, #1, 100/pkg.	OIC99917	OFFICEMATE OIC	\$ 0.76	\$ 0.32	box	BX	100	1	1-2 BUSINESS
16-0557	Paper Clips	Paper clips, non-skid, jumbo, 100/pkg.	OIC99915	OFFICEMATE OIC	\$ 2.23	\$ 0.49	box	BX	100	1	1-2 BUSINESS
16-0558	Butterfly Clamps	Butterfly (ideal) clamps, #2, medium, 50/pkg.	OIC99957	OFFICEMATE OIC	\$ 3.03	\$ 1.07	box	BX	50	1	1-2 BUSINESS
16-0559	Butterfly Clamps	Butterfly (ideal) clamps, #1 large, 12/pkg.	OIC99966	OFFICEMATE OIC	\$ 2.02	\$ 0.62	box	BX	12	1	1-2 BUSINESS
16-0560	Paper Fastener	Paper fastener, brass #3, 3/4", 100/pkg.	OIC99802	OFFICEMATE OIC	\$ 29.00	\$ 0.88	box	BX	100	1	1-2 BUSINESS
16-0561	Paper Fastener	Paper fastener, brass #2, 1/2", 100/pkg.	OIC99803	OFFICEMATE OIC	\$ 2.76	\$ 0.99	box	BX	100	1	1-2 BUSINESS
16-0562	Paper Fastener	Paper fastener, brass, #4, 1", 100/pkg.	OIC99814	OFFICEMATE OIC	\$ 3.14	\$ 1.24	box	BX	100	1	1-2 BUSINESS
<b>OFFICE SUPPLIES: PENCIL STORAGE</b>											
16-0563	Pencil Storage Pouch	Pencil storage pouch, closure, vinyl.	AVT67024	ADVANTUS	\$ 2.99	\$ 1.57	each	EA	1	1	1-2 BUSINESS
<b>OFFICE SUPPLIES: PINS AND TACKS</b>											
16-0565	Push Pins, Assorted	Push pins, 3/8", assorted colors, 100/pkg.	SPR81001	SPARCO	\$ 3.85	\$ 0.50	box	BX	100	1	1-2 BUSINESS
16-0567	Push Pins, Clear	Push pins, 3/8", clear, 100/pkg.	SPR81002	SPARCO	\$ 3.85	\$ 0.86	box	BX	100	1	1-2 BUSINESS

16-0568	Thumb Tacks	Thumb tacks, #2, 28" head, 100/box.	LLR10110	LORRELL	LLR10110	\$ 1.11	\$ 0.54	box	PK	100	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0569	Safety Pins	Safety pins, 1-1/2", 144/pkg.	LEO83200	CHARLES LEON CLI	LEO83200	\$ 8.80	\$ 5.09	pkg	PK	144	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
<b>OFFICE SUPPLIES: PUNCHES</b>		<b>16-0570 Paper Punch</b>		Paper punch, hand held, with clipping, recepade, 1/4" round hole.	BSN62895	BUSINESS SOURCE BUSINESS SOURCE BSN62895	\$ 4.25	\$ 1.22	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0571	Paper Punch, Three-hole	Paper punch, three-hole, for 8-1/2" x 11" paper, full range of adjustability, permanent, containing glide, heavy-duty, commercial, lifetime warranty.	BSN65645	BUSINESS SOURCE BUSINESS SOURCE BSN65645		\$ 26.19	\$ 3.94	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
<b>OFFICE SUPPLIES: RUBBER BANDS</b>		<b>16-0572 Rubber Bands</b>		Rubber bands, #54, assorted sizes, 144/bag.	SPRS5414B	SPARCO	SPRS5414B	\$ 4.13	\$ 1.35	bag	EX	1	1	1-2 BUSINESS
<b>OFFICE SUPPLIES: SCISSORS/SHEARS</b>		<b>16-0573 Scissors, 5"</b>		Scissors, 5", blunt, for kids, stainless steel with plastic handle, left- or right-handed use.	FSK94167096J	FISKARS CORP/FISKARS	FSK94167096J	\$ 3.45	\$ 1.66	each	EA	1	1	1-2 BUSINESS
16-0574	Scissors, 5"	Scissors, 5", Blunt, Rack Pack blunt, for kids, stainless steel with plastic handle, left- or right-handed use, rack pack, 12/bca.	FSK95017197J	FISKARS CORP/FISKARS	FSK95017197J	\$ 42.00	\$ 19.58	pkg	PK	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0575	Scissors, 5"	Scissors, 5", pointed, for kids, stainless steel with plastic handle for left- or right-handed use.	FSK94307096J	FISKARS CORP/FISKARS	FSK94307096J	\$ 3.45	\$ 1.66	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0576	Scissors, 5"	Scissors, 5", pointed, for kids, stainless steel with plastic handle, for left- or right-handed use, rack pack, 12/pkg.	FSK93037197J	FISKARS CORP/FISKARS	FSK93037197J	\$ 42.00	\$ 18.44	pkg	PK	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0577	Scissors, Plastic, 5" Blunt	Scissors, Plastic, 5" Blunt, all plastic.	ACM15515	ACME UNITED	WESTCOTT	ACM15515	\$ 2.80	\$ 1.17	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0578	Scissors, Safety, 5-1/2", 3-1/2" safety, stainless steel overlaid with plastic, left- and right-handed use.	Scissors, 5-1/2", stainless steel overlaid with plastic, left- and right-handed use.	FSK153201002	FIKARS CORP/FISKARS	FSK153201002	\$ 1.89	\$ 0.59	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
15-0579	Scissors, 6-1/4" Pointed	Scissors, 6-1/4" pointed, stainless steel with plastic handle.	FSK1946401003	FIKARS CORP/FISKARS	FSK1946401003	\$ 4.25	\$ 1.97	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0590	Scissors, 6-1/4" Pointed, Teacher Pack	Scissors, 6-1/4" pointed, stainless steel with plastic handle, teacher's pack, 12/pkg.	LEO77525	CHARLES LEON CLU	LEO77525	\$ 36.00	\$ 6.22	pkgs	DZ	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0581	Scissors, 6-1/4" Blunt	Scissors, 6-1/4" blunt, stainless steel with plastic handle.	LEO77530	CHARLES LEON CLU	LEO77530	\$ 1.56	\$ 0.52	each	DZ	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0582	Scissors, 6-1/4" Blunt, Teacher Pack	Scissors, 6-1/4" blunt, stainless steel with plastic handle, teacher's pack, 12/pkg.	LEO77530	CHARLES LEON CLU	LEO77530	\$ 19.00	\$ 6.22	pkgs	DZ	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0583	Shears, 6" Straight	Shears, 6" straight, stainless steel with black painted stainless steel handle.	SPR25225	SPARCO	SPR25225	\$ 10.56	\$ 1.51	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0584	Shears, 8" Straight	Shears, 8" straight, stainless steel with black painted stainless steel handle.	SPR25226	SPARCO	SPR25226	\$ 11.57	\$ 1.65	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0585	Shears, 8" Straight	Shears, 8" straight, stainless steel with black painted stainless steel handle.	BSN65647	BUSINESS SOURCE	BSN65647	\$ 5.69	\$ 0.84	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0586	Shears, 8" Right-hand Bent	Shears, 8" right-hand bent, stainless steel with plastic handle.	SPR39043	SPARCO	SPR39043	\$ 10.99	\$ 1.09	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0588	Self Adhesive Film, Dry Erase,	PACON CORP/GOWRITE!	PACAR1806		PACAR1806	\$ 11.19	\$ 6.44	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE
16-0589	Self-adhesive Film, 18" x24"		DUC1115016	SHURTECH DUC TAPE	DUC1115016	\$ 10.59	\$ 5.89	roll	RL	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>OFFICE SUPPLIES: SHARPENERS</b>													
16-0593	Pencil Sharpener	Pencil sharpener, sharpens multiple size pencils, all-steel construction.	EP11031	X-ACTO	EP11031	\$ 20.99	\$ 7.90	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0554	Pencil Sharpener	Pencil sharpener, hand, plastic with rust-proof steel blade, 2/pk	ACM15993	ACME UNITED	ACM15993	\$ 5.45	\$ 1.67	pkg	PK	24	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0555	Pencil Sharpener, Electric	Pencil sharpener, 120V AC electric, quiet, operation, pencil stop, automatic shut-off, non-slip base, no-slip feet.	BOSEPSBHDULKAMAX INC.	BOSTCH	BOSEPSBHDULK	\$ 36.29	\$ 16.21	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0556	Pencil Sharpener, Electric	Pencil sharpener, 120V AC electric, solid, steel cutter, pencil stop, automatic shut-off, shavings receptacle.	EP1181B	X-ACTO	EP1181B	\$ 31.99	\$ 17.78	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0557	Pencil Sharpener, Electric	Pencil sharpener, 120V AC electric, heavy duty, four-position pencil guide, pencil stop, automatic shut-off, extra-large shavings receptacle.	EP11670	X-ACTO	EP11670	\$ 57.99	\$ 32.22	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
<b>OFFICE SUPPLIES: SHEET PROTECTORS</b>														
16-0558	Sheet Protectors	Sheet protectors for 8-1/2" x 11" documents, toploading, will not lift print off inserts, reinforced edge, heavy weight polypropylene, non-glare, clear, three-hole punched, 100/doc.	BSN74550	BUSINESS SOURCE	BSN74550	\$ 21.00	\$ 8.60	box	BX	100	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
<b>OFFICE SUPPLIES: STAMP PADS</b>														
16-0669	Stamp Pad, Black	Stamp pad, #1, black.	AVE21381	AVERY	CARTER'S	AVE21381	\$ 2.50	\$ 0.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0680	Stamp Pad, Red	Stamp pad, #1, red.	AVE21371	AVERY	CARTER'S	AVE21371	\$ 2.50	\$ 0.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0681	Stamp Pad, Blue	Stamp pad, #1, blue.	AVE21261	AVERY	CARTER'S	AVE21261	\$ 5.34	\$ 2.05	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0602	Stapler, Full-strip Stapler, full strip, heavy duty, all steel, positive locking latch, rubber base pad, open channel loading, low staples indicator.	AMAX INC.	BOSTCH	BOSB660BK	\$ 32.09	\$ 4.90	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0603	Stapler, Full-strip Stapler, full strip, light duty, all metal, rotating anvil, rubber base pad, open channel loading.	BUSINESS SOURCE	BUSINESS SOURCE	BSN65648	\$ 15.30	\$ 2.14	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0604	Stapler, Half-strip Stapler, half strip, heavy duty, all steel, positive locking latch, rubber base pad, open channel loading, low staples indicator.	AMAX INC.	BOSTCH	BOSB600BK	\$ 20.49	\$ 5.16	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0605	Stapler, Half-strip Stapler, half strip, light duty, all metal, rotating anvil, rubber base pad, open channel loading.	ACCO	SWINGLINE	SWI78911	\$ 13.85	\$ 5.32	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0606	Staples, Flat Wire full strip, 5000/box.	BUSINESS SOURCE	BUSINESS SOURCE	BSN65649	\$ 3.67	\$ 0.59	box	BX	5000	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0607	Staples, Round Wire Wire, full strip, 5000/box.	AMAX INC.	BOSTCH	BOSSBS1914CP	\$ 4.39	\$ 0.74	box	BX	5000	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0608	Staple Remover jaw-type.	BSN65650	BUSINESS SOURCE	BUSINESS SOURCE	\$ 4.90	\$ 0.33	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>PAINT AND PAINT BRUSHES: ACRYLIC PAINT</b>												
16-0609	Acrylic Paint Acrylic paint, non-toxic, pint, brilliant yellow.	CY0204016830	CRAYOLA	CY0204016830	\$ 10.84	\$ 6.42	bottle	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0610	Acrylic Paint Acrylic paint, non-toxic, pint, deep red.	CY0204016115	CRAYOLA	CY0204016115	\$ 10.84	\$ 6.42	bottle	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0611	Acrylic Paint Acrylic paint, non-toxic, pint, mars black.	CY0204016244	CRAYOLA	CY0204016244	\$ 10.84	\$ 6.42	bottle	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0612	Acrylic Paint Acrylic paint, non-toxic, pint, titanium white.	CY0204016432	CRAYOLA	CY0204016432	\$ 10.84	\$ 6.42	bottle	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>PAINT AND PAINT BRUSHES: BRUSHES</b>												
16-0613	Paint brush, easel, black bristle, long handle, 1/4" width.	CY05017804	CRAYOLA	CY05017804	\$ 1.76	\$ 1.04	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0614	Paint Brush	Paint brush easel black bristle, long handle, 1/2" width.	CRAYOLA	CRAYOLA	CY050178008	\$ 2.36	\$ 1.39	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0615	Paint Brush	Paint brush, easel black bristle, long handle, 3/4" width.	CRAYOLA	CRAYOLA	CY050178012	\$ 3.47	\$ 2.05	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0616	Paint Brush	Paint brush, acrylic, flat nylon bristle, 1/4" width.	CRAYOLA	CRAYOLA	CY050978004	\$ 2.49	\$ 1.47	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0617	Paint Brush	Paint brush, acrylic, flat nylon bristle, 1/2" width.	CRAYOLA	CRAYOLA	CY050978008	\$ 3.04	\$ 1.80	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0618	Paint Brush	Paint brush, acrylic, flat nylon bristle, 1" width.	CRAYOLA	CRAYOLA	CY050978016	\$ 4.29	\$ 2.54	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0619	Paint Brush	Paint brush, acrylic, flat nylon bristle, 3/4" width.	CRAYOLA	CRAYOLA	CY050978012	\$ 3.60	\$ 2.13	each	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>PAINT AND PAINT BRUSHES: TEMPERA PAINT, LIQUID</b>												
16-0620	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., red.	CRAYOLA	CRAYOLA	CY0543115038	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0621	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., orange.	CRAYOLA	CRAYOLA	CY0543115036	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0622	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., yellow.	CRAYOLA	CRAYOLA	CY0543115034	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0623	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., green.	CRAYOLA	CRAYOLA	CY0543115044	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0624	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., blue.	CRAYOLA	CRAYOLA	CY0543115042	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0625	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., violet.	CRAYOLA	CRAYOLA	CY0543115040	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0626	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., white.	CRAYOLA	CRAYOLA	CY0543115053	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0627	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., brown.	CRAYOLA	CRAYOLA	CY0543115007	\$ 4.36	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS

16-0628	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., magenta.	CRAYOLA	CRAYOLA	CY0543115069	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0629	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 16 oz., turquoise.	CRAYOLA	CRAYOLA	CY0543115048	\$ 4.49	\$ 2.40	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0630	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., red.	CRAYOLA	CRAYOLA	CY0543132038	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0631	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., orange.	CRAYOLA	CRAYOLA	CY0543132036	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0632	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., yellow.	CRAYOLA	CRAYOLA	CY0543132034	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0633	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., green.	CRAYOLA	CRAYOLA	CY0543132044	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0634	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., blue.	CRAYOLA	CRAYOLA	CY0543132042	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0635	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., violet.	CRAYOLA	CRAYOLA	CY0543132040	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0636	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., white.	CRAYOLA	CRAYOLA	CY0543132053	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0637	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., brown.	CRAYOLA	CRAYOLA	CY0543132007	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0638	Tempera Paint	Tempera paint, liquid, washable, non-toxic, 32 oz., black.	CRAYOLA	CRAYOLA	CY0543132051	\$ 8.02	\$ 4.46	bottle	EA	1	1	1-2 BUSINESS SOLUTIONS
<b>PAINT AND PAINT BRUSHES/WATERCOLOR PAINT</b>												
16-0639	Watercolor Paint	Paint, washable, non-toxic, oval pan set, eight color, brush.	CRAYOLA	CRAYOLA	CY0530525	\$ 3.02	\$ 1.68	set	ST	8	1	1-2 BUSINESS SOLUTIONS

16-0640	Watercolor Paint	Paint, semi-watercolor, semi-moist, non-toxic, oval pan set with eight colors and brush.	CRAYOLA	CRAYOLA	CY0530080	\$ 5.60	\$ 3.11	set	ST	8	1	1-2 BUSINESS
16-0641	Watercolor Paint	Paint, watercolor, non-toxic, oval refill, red. 6/box.	CRAYOLA	CRAYOLA	CY0531205038	\$ 3.21	\$ 1.92	pkg	EA	6	1	1-2 BUSINESS
16-0642	Watercolor Paint	Paint, watercolor, non-toxic, oval refill, orange. 6/box.	CRAYOLA	CRAYOLA	CY0531205036	\$ 3.21	\$ 1.92	pkg	EA	6	1	1-2 BUSINESS
16-0643	Watercolor Paint	Paint, watercolor, non-toxic, oval refill, yellow. 6/box.	CRAYOLA	CRAYOLA	CY0531205034	\$ 3.21	\$ 1.92	pkg	EA	6	1	1-2 BUSINESS
16-0644	Watercolor Paint	Paint, watercolor, non-toxic, oval refill, green. 6/box.	CRAYOLA	CRAYOLA	CY0531205044	\$ 3.24	\$ 1.92	pkg	EA	6	1	1-2 BUSINESS
16-0645	Watercolor Paint	Paint, watercolor, non-toxic, oval refill, blue. 6/box.	CRAYOLA	CRAYOLA	CY0531205042	\$ 3.21	\$ 1.92	pkg	EA	6	1	1-2 BUSINESS
16-0646	Watercolor Paint	Paint, watercolor, non-toxic, oval refill, violet. 6/box.	CRAYOLA	CRAYOLA	CY0531205040	\$ 3.24	\$ 1.92	pkg	EA	6	1	1-2 BUSINESS
<b>PAPER, ART: CONSTRUCTION, ECONOMY, 12"X18"</b>												
16-0647	Construction Paper, Economy Assorted Colors	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, assorted colors.	PAC6507	PACON CORPO/SUNWORKS	PAC6507	\$ 4.29	\$ 1.38	pkg	PK	50	1	1-2 BUSINESS
16-0648	Construction Paper, Economy Multicultural Colors	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, multicultural colors.	PAC6512	PACON CORPO/SUNWORKS	PAC9512	\$ 6.78	\$ 2.07	pkg	PK	50	1	1-2 BUSINESS
16-0649	Construction Paper, Economy Groundwood White	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, groundwood white.	PAC9207	PACON CORPO/SUNWORKS	PAC9207	\$ 3.59	\$ 1.27	pkg	PK	50	1	1-2 BUSINESS
16-0650	Construction Paper, Economy Bright White	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, bright white.	PAC8707	PACON CORPO/SUNWORKS	PAC8707	\$ 3.89	\$ 1.47	pkg	PK	50	1	1-2 BUSINESS

16-0651	Construction Paper, Economy Red	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, red.	PAC6107	PACON CORPOFSUNWORKS	PAC6107	\$ 4.59	\$ 1.65	pkq	PK	50	1	1-2 BUSINESS
16-0652	Construction Paper, Economy Holiday Red	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, holiday red.	PAC9307	PACON CORPOFSUNWORKS	PAC9307	\$ 4.19	\$ 1.55	pkq	PK	50	1	1-2 BUSINESS
16-0653	Construction Paper, Economy Raspberry	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, raspberry.	PAC103581	PACON CORPOFSUNWORKS	PAC103581	\$ 4.39	\$ 2.13	pkq	PK	50	1	1-2 BUSINESS
16-0654	Construction Paper, Economy Pink	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, pink.	PAC7007	PACON CORPOFSUNWORKS	PAC7007	\$ 3.29	\$ 1.26	pkq	PK	50	1	1-2 BUSINESS
16-0655	Construction Paper, Economy Salmon	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, salmon.	PAC103042	PACON CORPOF TRU-RAY	PAC103042	\$ 6.89	\$ 2.86	pkq	PK	50	1	1-2 BUSINESS
16-0656	Construction Paper, Economy Orange	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, orange.	PAC6607	PACON CORPOFSUNWORKS	PAC6607	\$ 3.79	\$ 1.48	pkq	PK	50	1	1-2 BUSINESS
16-0657	Construction Paper, Economy Yellow+Orange	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, yellow+orange.	PAC6507	PACON CORPOFSUNWORKS	PAC6507	\$ 4.59	\$ 1.26	pkq	PK	50	1	1-2 BUSINESS
16-0658	Construction Paper, Economy Yellow	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, yellow.	PAC5407	PACON CORPOFSUNWORKS	PAC8407	\$ 3.29	\$ 1.26	pkq	PK	50	1	1-2 BUSINESS
16-0659	Construction Paper, Economy Dark Green	Construction paper, economy groundwood, 12x18", 50 sheets/pkg, dark green.	PAC7807	PACON CORPOFSUNWORKS	PAC7807	\$ 3.79	\$ 1.40	pkq	PK	50	1	1-2 BUSINESS

15-0653	Construction Paper, Economy Holiday Green	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, holiday green.	PACON CORP OF SUNWORKS PAC8007	PAC8007	\$ 3.29	\$ 1.26	pkg	PK	50	1	1-2 BUSINESS
15-0651	Construction Paper, Economy Green	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, green.	PACON CORP OF SUNWORKS PAC9607	PAC9607	\$ 3.29	\$ 1.26	pkg	PK	50	1	1-2 BUSINESS
16-0652	Construction Paper, Economy Light Green	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, light green.	PACON CORP OF SUNWORKS PAC8107	PAC8107	\$ 3.29	\$ 1.49	pkg	PK	50	1	1-2 BUSINESS
16-0653	Construction Paper, Economy Blue Green	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, blue green.	PACON CORP OF SUNWORKS PAC7707	PAC7707	\$ 3.29	\$ 1.26	pkg	PK	50	1	1-2 BUSINESS
16-0654	Construction Paper, Economy Light Blue	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, light blue.	PACON CORP OF SUNWORKS PAC7607	PAC7607	\$ 3.29	\$ 1.26	pkg	PK	50	1	1-2 BUSINESS
16-0655	Construction Paper, Economy Dark Blue	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, dark blue.	PACON CORP OF TRU-RAY PAC7407	PAC7407	\$ 3.29	\$ 1.26	pkg	PK	50	1	1-2 BUSINESS
16-0656	Construction Paper, Economy Dark Blue	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, dark blue.	PACON CORP OF SUNWORKS PAC7307	PAC7307	\$ 3.59	\$ 1.36	pkg	PK	50	1	1-2 BUSINESS
15-0657	Construction Paper, Economy Magenta	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, magenta.	PACON CORP OF SUNWORKS PAC6407	PAC6407	\$ 3.49	\$ 1.28	pkg	PK	50	1	1-2 BUSINESS
15-0658	Construction Paper, Economy Lilac	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, lilac.	PACON CORP OF SUNWORKS PAC7107	PAC7107	\$ 3.29	\$ 1.26	pkg	PK	50	1	1-2 BUSINESS

16-0659	Construction Paper, Economy, Violet	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, violet	PAC7207	PACON CORPO SUNWORKS	PAC7207	\$ 3.29	\$ 1.19	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0570	Construction Paper, Economy, Light Brown	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, light brown.	PAC6907	PACON CORPO SUNWORKS	PAC6907	\$ 3.59	\$ 1.28	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0671	Construction Paper, Economy, Brown	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, brown.	PAC6707	PACON CORPO SUNWORKS	PAC6707	\$ 3.59	\$ 1.38	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0672	Construction Paper, Economy, Dark Brown	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, dark brown.	PAC6807	PACON CORPO SUNWORKS	PAC6807	\$ 4.59	\$ 1.40	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0573	Construction Paper, Economy, Gray	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, gray	PAC6807	PACON CORPO SUNWORKS	PAC6807	\$ 4.59	\$ 1.19	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0674	Construction Paper, Economy, Black	Construction paper, economy groundwood, 12" x 18", 50 sheets/pkg, black.	PAC6307	PACON CORPO SUNWORKS	PAC6307	\$ 3.49	\$ 1.36	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
<b>PAPER, ART: CONSTRUCTION, ECONOMY #212</b>														
16-0975	Construction Paper, Economy, Assorted Colors	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, assorted colors.	PAC5503	PACON CORPO SUNWORKS	PAC5503	\$ 2.49	\$ 0.70	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0676	Construction Paper, Economy, Multicultural Colors	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, multicultural colors.	PAC509	PACON CORPO SUNWORKS	PAC509	\$ 3.59	\$ 1.03	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0677	Construction Paper, Economy, Groundwood, White	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, groundwood, white.	PAC9203	PACON CORPO SUNWORKS	PAC9203	\$ 1.89	\$ 0.64	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	

16-0678	Construction Paper, Economy Bright White	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, bright white.	PACB703	PACON CORPOFTRU-RAY	PACB703	\$ 2.09	\$ <b>0.76</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0679	Construction Paper, Economy Scarlet	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, scarlet	PAC6503	PACON CORPOFSUNWORKS	PAC6003	\$ 2.49	\$ <b>0.74</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0680	Construction Paper, Economy Red	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, red.	PAC6103	PACON CORPOFSUNWORKS	PAC6103	\$ 2.49	\$ <b>0.85</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0681	Construction Paper, Economy Holiday Red	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, holiday red.	PAC6903	PACON CORPOFSUNWORKS	PAC6903	\$ 2.49	\$ <b>0.85</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0682	Construction Paper, Economy Raspberry	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, raspberry.	PAC103580	PACON CORPOFSUNWORKS	PAC103580	\$ 2.29	\$ <b>1.13</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0683	Construction Paper, Economy Pink	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, pink.	PAC7003	PACON CORPOFSUNWORKS	PAC7003	\$ 1.79	\$ <b>0.65</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0684	Construction Paper, Economy Orange	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, orange.	PAC6603	PACON CORPOFSUNWORKS	PAC6603	\$ 1.99	\$ <b>0.74</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0685	Construction Paper, Economy Yellow-Orange	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, yellow-orange.	PAC8503	PACON CORPOFSUNWORKS	PAC8503	\$ 2.49	\$ <b>0.65</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0686	Construction Paper, Economy Yellow	Construction paper, economy groundwood, 9" x 12", 50 sheets/pkg, yellow.	PAC8403	PACON CORPOFSUNWORKS	PAC8403	\$ 1.79	\$ <b>0.65</b>	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0687	Construction Paper, Economy, Dark Green	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, dark green.	PAC7803	PACON CORPO SUNWORKS	PAC7803	\$ 1.98	\$ 0.70	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0688	Construction Paper, Economy, Holiday Green	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, holiday green.	PAC8003	PACON CORPO SUNWORKS	PAC8003	\$ 1.79	\$ 0.65	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0689	Construction Paper, Economy, Green	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, green.	PAC8603	PACON CORPO SUNWORKS	PAC8603	\$ 1.79	\$ 0.65	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0690	Construction Paper, Economy, Light Green	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, light green.	PAC8103	PACON CORPO SUNWORKS	PAC8103	\$ 1.79	\$ 0.62	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0691	Construction Paper, Economy, Blue Green	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, blue green.	PAC7703	PACON CORPO SUNWORKS	PAC7703	\$ 1.79	\$ 0.65	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0692	Construction Paper, Economy, Light Blue	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, light blue.	PAC7603	PACON CORPO SUNWORKS	PAC7603	\$ 1.79	\$ 0.65	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0693	Construction Paper, Economy, Blue	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, blue.	PAC7403	PACON CORPO SUNWORKS	PAC7403	\$ 1.79	\$ 0.65	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0694	Construction Paper, Economy, Dark Blue	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, dark blue.	PAC7303	PACON CORPO SUNWORKS	PAC7303	\$ 1.89	\$ 0.69	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0695	Construction Paper, Economy, Magenta	Construction paper, economy groundwood, 9"X12", 50 sheets/pkg, magenta.	PAC6403	PACON CORPO SUNWORKS	PAC6403	\$ 1.89	\$ 0.66	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0696	Construction Paper Economy, Lilac	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, lilac.	PAC7103	PACON CORPOF SUNWORKS	PAC7103	\$ 1.79	\$ 0.65	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0697	Construction Paper, Economy, Violet	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, violet.	PAC7203	PACON CORPOF SUNWORKS	PAC7203	\$ 1.79	\$ 0.62	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0698	Construction Paper, Economy, Brown	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, brown.	PAC6703	PACON CORPOF SUNWORKS	PAC6703	\$ 1.89	\$ 0.69	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0699	Construction Paper, Economy, Light Brown	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, light brown.	PAC6803	PACON CORPOF SUNWORKS	PAC6803	\$ 1.89	\$ 0.66	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0700	Construction Paper, Economy, Dark Brown	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, dark brown.	PAC8803	PACON CORPOF SUNWORKS	PAC8803	\$ 2.49	\$ 0.72	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0701	Construction Paper, Economy, Gray	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, gray.	PAC8603	PACON CORPOF SUNWORKS	PAC8603	\$ 1.79	\$ 0.60	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0702	Construction Paper, Economy, Black	Construction paper, economy groundwood, 9"x12", 50 sheets/pkg, black.	PAC6303	PACON CORPOF SUNWORKS	PAC6303	\$ 1.89	\$ 0.69	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>PAPER, ART: CONSTRUCTION, PREMIUM, 12"X15"</b>													GLOBAL OFFICE SOLUTIONS
16-0703	Construction Paper, Sulphite, Assorted Colors	Construction paper, sulphite, 12"x18", 50 sheets/pkg, assorted colors.	PAC10303	PACON CORPOF TRU-RAY	PAC10303	\$ 5.99	\$ 3.16	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0704	Construction Paper, Sulphite, Lilac	Construction paper, sulphite, 12"x18", 50 sheets/pkg, lilac.	PAC103050	PACON CORPOF TRU-RAY	PAC103050	\$ 5.98	\$ 2.62	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0705	Construction Paper, Sulphite, Violet	Construction paper, sulphite, 12"x18", 50 sheets/pkg, violet.	PAC103041	PACON CORPOF TRU-RAY	PAC103041	\$ 5.99	\$ 2.45	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0768	Construction Paper, Sulphite, Purple	Construction paper, sulphite, 12"x18", 50 sheets/pkg. purple	PAC103051	PACON CORP PORTR-U-RAY	PAC103051	\$ 6.69	\$ 2.63	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0707	Construction Paper, Sulphite, Royal Blue	Construction paper sulphite, 12"x18", 50 sheets/pkg. royal blue	PAC103049	PACON CORP PORTR-U-RAY	PAC103049	\$ 6.69	\$ 2.66	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0708	Construction Paper, Sulphite, Blue	Construction paper sulphite, 12"x18", 50 sheets/pkg. blue.	PAC103054	PACON CORP PORTR-U-RAY	PAC103054	\$ 5.99	\$ 2.56	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0759	Construction Paper, Sulphite, Turquoise	Construction paper sulphite, 12"x18", 50 sheets/pkg. turquoise	PAC103039	PACON CORP PORTR-U-RAY	PAC103039	\$ 6.49	\$ 2.76	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0710	Construction Paper, Sulphite, Sky Blue	Construction paper sulphite, 12"x18", 50 sheets/pkg. sky blue	PAC103048	PACON CORP PORTR-U-RAY	PAC103048	\$ 5.39	\$ 2.62	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0711	Construction Paper, Sulphite, Dark Green	Construction paper sulphite, 12"x18", 50 sheets/pkg. dark green.	PAC103053	PACON CORP PORTR-U-RAY	PAC103053	\$ 6.19	\$ 2.66	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0712	Construction Paper, Sulphite, Holiday Green	Construction paper sulphite, 12"x18", 50 sheets/pkg. holiday green.	PAC102961	PACON CORP PORTR-U-RAY	PAC102961	\$ 6.19	\$ 2.71	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0713	Construction Paper, Sulphite, Light Green	Construction paper sulphite, 12"x18", 50 sheets/pkg. light green.	PAC103047	PACON CORP PORTR-U-RAY	PAC103047	\$ 5.69	\$ 2.90	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0714	Construction Paper, Sulphite, Chartreuse	Construction paper sulphite, 12"x18", 50 sheets/pkg. chartreuse	PAC103037	PACON CORP SUNWORKS	PAC103037	\$ 6.89	\$ 3.09	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0715	Construction Paper, Sulphite, Festive Green	Construction paper sulphite, 12"x18", 50 sheets/pkg. festive green.	PAC103038	PACON CORP PORTR-U-RAY	PAC103038	\$ 5.99	\$ 2.87	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0716	Construction Paper, Sulphite, Brilliant Lime	Construction paper sulphite, 12"x18", 50 sheets/pkg. brilliant lime.	PAC103425	PACON CORP PORTR-U-RAY	PAC103425	\$ 5.99	\$ 3.20	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0717	Construction Paper, Sulphite, Light Yellow	Construction paper sulphite, 12"x18", 50 sheets/pkg. light yellow.	PAC103046	PACON CORP PORTR-U-RAY	PAC103046	\$ 5.99	\$ 2.64	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0718	Construction Paper, Sulphite, Yellow	Construction paper sulphite, 12"x18", 50 sheets/pkg. yellow.	PAC103036	PACON CORP PORTR-U-RAY	PAC103036	\$ 5.79	\$ 2.51	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS

16-0719	Construction Paper, Sulphite, Gold	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, gold.	PAC102998	PACON CORPOF TRU-RAY	PAC102998	\$ 6.89	\$ 2.62	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0720	Construction Paper, Sulphite, Orange	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, orange.	PAC103034	PACON CORPOF TRU-RAY	PAC103034	\$ 6.79	\$ 2.55	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0721	Construction Paper, Sulphite, Pumpkin	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, pumpkin.	PAC103426	PACON CORPOF TRU-RAY	PAC103426	\$ 6.88	\$ 2.58	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0722	Construction Paper, Sulphite, Red	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, red.	PAC103062	PACON CORPOF TRU-RAY	PAC103062	\$ 6.19	\$ 2.68	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0723	Construction Paper, Sulphite, Holiday Red	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, holiday red.	PAC102994	PACON CORPOF TRU-RAY	PAC102994	\$ 6.39	\$ 2.53	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0724	Construction Paper, Sulphite, Festive Red	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, festive red.	PAC103432	PACON CORPOF TRU-RAY	PAC103432	\$ 6.10	\$ 3.20	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0725	Construction Paper, Sulphite, Burgundy	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, burgundy.	PAC102946	PACON CORPOF TRU-RAY	PAC102946	\$ 6.69	\$ 3.22	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0726	Construction Paper, Sulphite, Magenta	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, magenta.	PAC103032	PACON CORPOF TRU-RAY	PAC103032	\$ 5.99	\$ 3.00	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0727	Construction Paper, Sulphite, Shocking Pink	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, shocking pink.	PAC103045	PACON CORPOF TRU-RAY	PAC103045	\$ 6.89	\$ 2.84	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0728	Construction Paper, Sulphite, Pink	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, pink.	PAC103044	PACON CORPOF TRU-RAY	PAC103044	\$ 5.99	\$ 2.57	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0729	Construction Paper, Sulphite, Salmon	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, salmon.	PAC103042	PACON CORPOF TRU-RAY	PAC103042	\$ 6.89	\$ 2.88	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0730	Construction Paper, Sulphite, Tan	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, tan.	PAC103055	PACON CORPOF TRU-RAY	PAC103055	\$ 5.69	\$ 2.42	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0731	Construction Paper, Sulphite, Warm Brown	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, warm brown.	PAC103057	PACON CORPOF TRU-RAY	PAC103057	\$ 5.89	\$ 2.56	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS

16-0732	Construction Paper, Sulphite, Dark Brown	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, dark brown.	PAC103056	PACON CORPO TRU-RAY	PAC103056	\$ 6.69	\$ 2.44	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0733	Construction Paper, Sulphite, Gray	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, gray.	PAC103059	PACON CORPO TRU-RAY	PAC103059	\$ 6.10	\$ 2.36	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0734	Construction Paper, Sulphite, Slate	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, slate.	PAC103060	PACON CORPO TRU-RAY	PAC103060	\$ 6.10	\$ 2.58	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0735	Construction Paper, Sulphite, Black	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, black.	PAC103061	PACON CORPO TRU-RAY	PAC103061	\$ 6.09	\$ 2.43	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0736	Construction Paper, Sulphite, White	Construction paper, sulphite, 12" x 18", 50 sheets/pkg, white.	PAC103058	PACON CORPO TRU-RAY	PAC103058	\$ 5.39	\$ 2.19	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
<b>PAPER ART: CONSTRUCTION, PREMIUM, 9" x 12"</b>												
16-0737	Construction Paper, Sulphite, Assorted Colors	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, assorted colors.	PAC103031	PACON CORPO TRU-RAY	PAC103031	\$ 3.59	\$ 1.48	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0738	Construction Paper, Sulphite, Lilac	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, lilac.	PAC103018	PACON CORPO TRU-RAY	PAC103018	\$ 2.89	\$ 1.29	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0739	Construction Paper, Sulphite, Violet	Construction paper, sulphite, 9" x 12", 50 sheets/pkg.	PAC103009	PACON CORPO TRU-RAY	PAC103009	\$ 3.59	\$ 1.29	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0740	Construction Paper, Sulphite, Purple	Construction paper, sulphite, 9" x 12", 50 sheets/pkg.	PAC103019	PACON CORPO TRU-RAY	PAC103019	\$ 3.09	\$ 1.36	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0741	Construction Paper, Sulphite, Royal Blue	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, royal blue.	PAC103017	PACON CORPO TRU-RAY	PAC103017	\$ 3.59	\$ 1.39	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0742	Construction Paper, Sulphite, Blue	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, plus.	PAC103022	PACON CORPO TRU-RAY	PAC103022	\$ 3.19	\$ 1.53	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0743	Construction Paper, Sulphite, Turquoise	Construction paper, sulphite, 9" x 12", 50 sheets/pkg.	PAC103007	PACON CORPO TRU-RAY	PAC103007	\$ 3.59	\$ 1.41	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0744	Construction Paper, Sulphite, Sky Blue	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, sky blue.	PAC103016	PACON CORPO TRU-RAY	PAC103016	\$ 2.89	\$ 1.22	pkg	PK	50	1	1-2 BUSINESS SOLUTIONS

	16-0745	Construction Paper, Sulphite, Dark Green	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, dark green.	PAC-103021	PACON CORP OF SUNWORKS	PAC103021	\$ 3.59	\$ 1.51	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0746	Construction Paper, Sulphite, Holiday Green	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, holiday green.	PAC102960	PACON CORP OF TRU-RAY	PAC102960	\$ 3.19	\$ 1.42	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0747	Construction Paper, Sulphite, Light Green	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, light green.	PAC103015	PACON CORP OF SUNWORKS	PAC103015	\$ 3.59	\$ 1.63	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0748	Construction Paper, Sulphite, Chameuse	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, chameuse.	PAC103035	PACON CORP OF SUNWORKS	PAC103005	\$ 3.59	\$ 1.62	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0749	Construction Paper, Sulphite, Festive Green	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, festive green.	PAC103006	PACON CORP OF TRU-RAY	PAC103006	\$ 3.05	\$ 1.48	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0750	Construction Paper, Sulphite, Brilliant Lime	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, brilliant lime.	PAC103423	PACON CORP OF TRU-RAY	PAC103423	\$ 3.59	\$ 1.60	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0751	Construction Paper, Sulphite, Light Yellow	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, light yellow.	PAC103014	PACON CORP OF TRU-RAY	PAC103014	\$ 3.59	\$ 1.33	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0752	Construction Paper, Sulphite, Yellow	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, yellow.	PAC103044	PACON CORP OF TRU-RAY	PAC103004	\$ 2.89	\$ 1.32	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0753	Construction Paper, Sulphite, Gold	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, gold.	PAC102997	PACON CORP OF TRU-RAY	PAC102997	\$ 3.59	\$ 1.34	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0754	Construction Paper, Sulphite, Orange	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, orange.	PAC103002	PACON CORP OF TRU-RAY	PAC103002	\$ 3.59	\$ 1.34	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0755	Construction Paper, Sulphite, Pumpkin	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, pumpkin.	PAC103424	PACON CORP OF TRU-RAY	PAC103424	\$ 3.59	\$ 1.37	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0756	Construction Paper, Sulphite, Red	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, red.	PAC103030	PACON CORP OF TRU-RAY	PAC103030	\$ 3.05	\$ 1.42	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	16-0757	Construction Paper, Sulphite, Holiday Red	Construction paper, sulphite, 9" x 12", 50 sheets/pkg, holiday red.	PAC102993	PACON CORP OF TRU-RAY	PAC102993	\$ 3.59	\$ 1.34	pkg	PK	50	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0759	Construction Paper, Sulphite, Festive Red	Construction paper, sulphite, 9x12", 50 sheets/pkg, festive red.	PAC103431	PACON CORP OF TRU-RAY	PAC103431	\$ 3.05	\$ 1.60	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0759	Construction Paper, Sulphite, Magenta	Construction paper, sulphite, 9x12", 50 sheets/pkg, magenta.	PAC103000	PACON CORP OF TRU-RAY	PAC103000	\$ 3.05	\$ 1.39	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0760	Construction Paper, Sulphite, Shocking Pink	Construction paper, sulphite, 9x12", 50 sheets/pkg, shocking pink.	PAC103013	PACON CORP OF TRU-RAY	PAC103013	\$ 3.05	\$ 1.33	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0761	Construction Paper, Sulphite, Pink	Construction paper, sulphite, 9x12", 50 sheets/pkg, pink.	PAC103012	PACON CORP OF TRU-RAY	PAC103012	\$ 3.05	\$ 1.32	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0762	Construction Paper, Sulphite, Salmon	Construction paper, sulphite, 9x12", 50 sheets/pkg, salmon.	PAC103010	PACON CORP OF TRU-RAY	PAC103010	\$ 2.89	\$ 1.60	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0763	Construction Paper, Sulphite, Tan	Construction paper, sulphite, 9x12", 50 sheets/pkg, tan.	PAC103023	PACON CORP OF SUNWORKS	PAC103023	\$ 2.99	\$ 1.36	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0764	Construction Paper, Sulphite, Warm Brown	Construction paper, sulphite, 9x12", 50 sheets/pkg, warm brown.	PAC103025	PACON CORP OF TRU-RAY	PAC103025	\$ 3.09	\$ 1.21	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0765	Construction Paper, Sulphite, Dark Brown	Construction paper, sulphite, 9x12", 50 sheets/pkg, dark brown.	PAC103024	PACON CORP OF TRU-RAY	PAC103024	\$ 3.05	\$ 1.43	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0766	Construction Paper, Sulphite, Gray	Construction paper, sulphite, 9x12", 50 sheets/pkg, gray.	PAC103027	PACON CORP OF TRU-RAY	PAC103027	\$ 3.05	\$ 1.25	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
16-0767	Construction Paper, Sulphite, Black	Construction paper, sulphite, 9x12", 50 sheets/pkg, black.	PAC103029	PACON CORP OF TRU-RAY	PAC103029	\$ 3.19	\$ 1.28	pkq	PK	50	1	1-2 BUSINESS SOLUTIONS
<b>PAPER, ART, DRAWING, PAINTING</b>												
16-0768	Drawing Paper, Manila, 9x12"	Drawing paper, manila, 9x12"	PAC4209	PACON CORP OF PACON	PAC4209	\$ 14.69	\$ 5.24	ream	RM	500	1	1-2 BUSINESS SOLUTIONS
16-0769	Drawing Paper, Manila, 12x18"	Drawing paper, manila, 50#, 12x18", 500 sheets/ream, 4 reams/cdn.	PAC4212	PACON CORP OF PACON	PAC4212	\$ 26.89	\$ 10.35	ream	RM	500	1	1-2 BUSINESS SOLUTIONS
16-0770	Drawing Paper, Sulphite, 9x12"	Drawing paper, sulphite, white, 60#, 9x12", 500 sheets/ream.	PAC4709	PACON CORP OF PACON	PAC4709	\$ 14.99	\$ 5.94	ream	RM	500	1	1-2 BUSINESS SOLUTIONS

16-0771	Drawing Paper, Sulphite, 12" x 18", 6#., 12 x 18", sheet/ream.	PAC4712	PACON CORPOFPACON	PAC4712	\$ 33.59	\$ 12.31	ream	RM	500	1	1-2 BUSINESS SOLUTIONS
PAPER, ART: RAILROAD BOARD	Railroad board, 22" x 28", four-ply color on both sides, 25 sheets/ream, black.	PAC54811	PACON CORPOFPACON	PAC54811	\$ 17.25	\$ 7.72	ctn	CT	25	1	1-2 BUSINESS SOLUTIONS
16-0772 Railroad Board	Railroad board, 22" x 28", four-ply color on both sides, 25 sheets/ream, white.	PAC104159	PACON CORPOFTRU-RAY	PAC104159	\$ 14.79	\$ 6.48	ctn	CT	25	1	1-2 BUSINESS SOLUTIONS
PAPER, ART: TAGBOARD	Tagboard, 9" x 12", 125 lb., white, 100 sheets/pk.	PAC5281	PACON CORPOFPACON	PAC5281	\$ 7.69	\$ 2.52	pkg	PK	100	1	1-2 BUSINESS SOLUTIONS
16-0773 Railroad Board	Tagboard, 12" x 18", 125 lb., white, 100 sheets/pk.	PAC5284	PACON CORPOFPACON	PAC5284	\$ 15.09	\$ 4.42	pkg	PK	100	1	1-2 BUSINESS SOLUTIONS
16-0774 Tagboard	Tagboard, 9" x 12", 150 lb., white, 100 sheets/pk.	PAC5211	PACON CORPOFPACON	PAC5211	\$ 14.79	\$ 4.92	pkg	PK	100	1	1-2 BUSINESS SOLUTIONS
16-0775 Tagboard	Tagboard, 12" x 18", 150 lb., white, 100 sheets/pk.	PAC5214	PACON CORPOFPACON	PAC5214	\$ 14.79	\$ 9.57	pkg	PK	100	1	1-2 BUSINESS SOLUTIONS
16-0776 Tagboard	Tagboard, 18" x 24", 150 lb., white, 100 sheets/pk.	PAC5220	PACON CORPOFPACON	PAC5220	\$ 35.89	\$ 11.28	pkg	PK	100	1	1-2 BUSINESS SOLUTIONS
16-0777 Tagboard	Tagboard, 12" x 18", 150 lb., white, 100 sheets/pk.	PAC5224	PACON CORPOFPACON	PAC5224	\$ 14.79	\$ 9.57	pkg	PK	100	1	1-2 BUSINESS SOLUTIONS
16-0778 Tagboard	Tagboard, 18" x 24", 150 lb., white, 100 sheets/pk.	PAC0059002	PACON CORPOFPACON	PAC0059002	\$ 3.29	\$ 2.05	pkg	CT	24	1	1-2 BUSINESS SOLUTIONS
PAPER, ART: TISSUE, BLEEDING	Paper, art tissue, 20" x 30", 24#, sheet/quote/pack, white.										GLOBAL OFFICE SOLUTIONS
16-0779 Art Tissue Paper											
PAPER, INSTRUCTIONAL: CHART PADS											GLOBAL OFFICE SOLUTIONS
16-0780 Chart Pad, 24" x 32", 1", Ruled	Chart pad, 24" x 32", 1", ruled, two-hole punch, spiral, 25 sheets/pad.	PAC74610	PACON CORPOFPACON	PAC74610	\$ 10.89	\$ 2.84	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0781 Chart Pad, 24" x 32", 1-1/2", Ruled	Chart pad, 24" x 32", 1-1/2", ruled, two-hole punch, spiral, 25 sheets/pad.	PAC74710	PACON CORPOFPACON	PAC74710	\$ 10.89	\$ 2.84	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-0782 Chart Pad, 24" x 32", 1-1/2", Ruled	Chart pad, 24" x 32", 1-1/2", ruled, two-hole punch, spiral, 25 sheets/pad.	PAC74710	PACON CORPOFPACON	PAC74710	\$ 10.89	\$ 2.84	each	EA	1	1	1-2 BUSINESS SOLUTIONS

16-0783	Chart Pad, 24"x22" 24"x22" unruled, two-hole punch, spiral, 25 sheets/pad.	PAC74510	PA CON CORPOF PA CON	PAC74510	\$ 10.89	\$ 2.67	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0784	Chart Pad, 24"x16" 1" Ruled	PAC74620	PA CON CORPOF PA CON	PAC74620	\$ 6.79	\$ 4.29	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0785	Chart Pad, 24"x16" 1-1/2" Ruled, 3/4" dotted skip-a-line, two-hole punch, spiral, 25 sheets/pad.	PAC74720	PA CON CORPOF PA CON	PAC74720	\$ 6.79	\$ 1.57	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0786	Chart Pad, 27"x24" 1" Ruled	PAC3386	PA CON CORPOF PA CON	PAC3386	\$ 20.49	\$ 7.53	each	PD	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>PAPER, INSTRUCTIONAL: COMPOSITION BOOKS, NOTEBOOKS AND THEME PADS</b>												GLOBAL OFFICE SOLUTIONS
16-0795	Composition Book	MEAD	MEAD	MEA09910	\$ 4.39	\$ 1.27	each	EA	1	1	1-2 BUSINESS	
16-0797	Composition Book	ACCO	ACCO	MEA09910	\$ 4.39	\$ 1.27	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

PAPER, INSTRUCTIONAL: COMPOSITIONS/SAY, UNPUNCHED  
Vendor Choice: Can use private label or alternate choice best meeting minimum bid specifications.

16-0803	Composition Paper	Composition paper, 8-1/2" x 11", wide ruled with margin, unpunched, 16 lb. sulphite, 500 sheets/ream, white.	PAC2401	PACON CORPO/PACON	PAC2401	\$ 9.49	\$ 2.04	ream	RM	500	1	1-2 BUSINESS
<b>PAPER, INSTRUCTIONAL: FILLER PAPER, COLLEGE RULED</b>												
16-0804	Filler Paper	Filler paper, 8-1/2" x 11", college ruled with margin, three-hole punched, 150 sheets/pkg, white.	PACMMK09257	PACON CORPO/PACON	PACMMK09257	\$ 3.39	\$ 1.68	pkg	RM	150	1	1-2 BUSINESS
16-0805	Filler Paper	Filler paper, 8-1/2" x 11", college ruled with margin, three-hole punched, recycled 16 lb. sulphite, 1000/pkg, white.	PAC09212	PACON CORPO/PACON	PAC09212	\$ 2.29	\$ 1.13	pkg	RM	100	1	1-2 BUSINESS
16-0806	Filler Paper	Filler paper, 8" x 10-1/2", college ruled with margin, three-hole punched, 16 lb. sulphite, 150/pkg, white.	PACMMK09221	PACON CORPO/PACON	PACMMK09221	\$ 2.99	\$ 1.13	pkg	PK	100	1	1-2 BUSINESS
16-0807	Filler Paper	Filler paper, 8-1/2" x 11", 16 lb. sulphite, college ruled with margin, three-hole punched, 500 sheets/ream, white.	PACMMK09257	PACON CORPO/PACON	PACMMK09257	\$ 3.39	\$ 5.61	ream	RM	150	1	1-2 BUSINESS
16-0808	Filler Paper	Filler Paper, 8-1/2" x 11", 16 lb. sulphite, college ruled without margin, three-hole punched, 500/pkg, white.	PACMMK09257	PACON CORPO/PACON	PACMMK09257	\$ 3.39	\$ 5.61	ream	RM	150	1	1-2 BUSINESS
<b>PAPER, INSTRUCTIONAL: FILLER PAPER, WIDE RULED</b>												
<i>Vendor Choice: Can use private label or alternate choice best meeting minimum bid specification.</i>												
16-0809	Filler Paper	Filler paper, 8" x 10-1/2", wide ruled with margin, three-hole punched, 16 lb. sulphite, 200 sheets/pkg, white.	PACMMK09202	PACON CORPO/PACON	PACMMK09202	\$ 3.99	\$ 1.35	pkg	PK	200	1	1-2 BUSINESS

16-0810 Filler Paper		Filler paper, 8" x 10-1/2", wide ruled with margin, three-hole punched, 16 lb. sulphite, 500 sheets/ream, white.	PACMMK09202	PACON CORPO PACON	PACMMK09202	\$ 9.98	\$ 3.82	ream	PK	200	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0811 Filler Paper		Filler paper, 8" x 10-1/2", wide ruled with margin, three-hole punched, 16 lb. sulphite, 500 sheets/ream, white.	PAC2402	PACON CORPO PACON	PAC2402	\$ 9.49	\$ 3.14	ream	RM	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0812 Filler Paper		Filler paper, 8" x 10-1/2", 16 lb. sulphite, wide ruled without margin, five-hole punched, 500 sheets/ream, white.	PAC2441	PACON CORPO PACON	PAC2441	\$ 8.49	\$ 2.86	ream	PK	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0813 Filler Paper		Filler paper, 8" x 10-1/2", 16 lb. sulphite, wide ruled with margin, five-hole punched, 500 sheets/ream, white.	PAC3201	PACON CORPO PACON	PAC3201	\$ 14.95	\$ 6.05	ream	PK	100	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0814 Filler Paper		Filler paper, 8" x 10-1/2", 16 lb. sulphite, wide ruled with margin, five-hole punched, 500 sheets/ream, white.	NO BID					no bid					GLOBAL OFFICE SOLUTIONS
16-0815 Filler Paper		Filler paper, 8" x 10", wide ruled with margin, five-hole punched with 16 lb. sulphite, 100 sheets/ream, white.	PAC3201	PACON CORPO PACON	PAC3201	\$ 2.99	\$ 1.21	ream	PK	100	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0816 Filler Paper		Filler Paper, 8" x 10-1/2", 16 lb. sulphite, wide ruled without margin, three-hole punched 200/pkg, white.	PACMMK09202	PACON CORPO PACON	PACMMK09202	\$ 3.98	\$ 1.35	ream	PK	200	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
PAPER-INSTRUCTIONAL: GRAPH													GLOBAL OFFICE SOLUTIONS
16-0817 Graph Paper		Filler paper, 8" x 10-1/2", 1/4"	PAC2414	PACON CORPO PACON	PAC2414	\$ 11.69	\$ 4.11	ream	RM	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0818	Graph Paper	Graph paper, 8-1/2" x 11", 1/4" ruled on two sides, 16 lb. bond, 500 sheets/ream, white.	PAC2411	PACON CORPO/PACON	PAC2411	\$ 8.09	\$ 2.74	ream	RM	500	1	1-2 BUSINESS
16-0819	Graph Paper	Graph paper, 8-1/2" x 11", 1/2" ruled on two sides, 16 lb. bond, 500 sheets/ream, white.	PACRWCB5115S	PACON CORPO/PACON	PACRWCB5115S	\$ 11.79	\$ 5.53	ream	RM	500	1	1-2 BUSINESS
<b>PAPER, INSTRUCTIONAL: PRESENTATION</b>												
16-0820	Presentation Display Board	Presentation display board, 36" x 48", tri-fold, corrugated, white on the front side with a white backing, board folds to 36" x 24", recyclable.	PAC3763	PACON CORPO/PACON	PAC3763	\$ 4.69	\$ 1.84	each	CT	24	1	1-2 BUSINESS
16-0821	Presentation Display Board	Presentation display board, 48" x 48", tri-fold, corrugated, white on the front side with a white backing, board folds to 18" x 24", recyclable.	PAC3773	PACON CORPO/PACON	PAC3773	\$ 2.19	\$ 0.98	each	EA	1	1	1-2 BUSINESS
16-0822	Presentation Display Board Header Kit	Presentation display board header kit. Marquee header for top of a presentation board for additional stability and three-dimensional display effect. Fits both presentation board sizes.	PAC3789	PACON CORPO/PACON	PAC3789	\$ 1.73	\$ 1.08	each	EA	6	1	1-2 BUSINESS
<b>PAPER, INSTRUCTIONAL: SENTENCE STRIPS</b>												
16-0833	Sentence Strips, White	Sentence strips, 1-1/2" blue ruling, 3/4" dotted midline, 1" descender space, 3" x 24", 100/pkg.	PAC5166	PACON CORPO/PACON	PAC5166	\$ 5.28	\$ 1.60	pkg	PK	100	1	1-2 BUSINESS

16-0834	Sentence Strips, Manila	Sentence strips, manila tag, 1-1/2" blue ruling, 3/4" dotted midline, 1" descender space, 3" x 24", 100/pkg.	PAC5167	PACON CORPOFPACON	PAC5167	\$ 6.59	\$ 2.46	PK	PK	100	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0835	Sentence Strips, Assorted	Sentence strips, rainbow assortd colors, 3" x 24", 1-1/2" blue ruling, 3/4" dotted midline and 1" descender space, 100 strips/pkg.	PAC5165	PACON CORPOFPACON	PAC5165	\$ 6.59	\$ 2.24	PK	PK	100	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
	<b>PAPER INSTRUCTIONAL WRITING</b>												GLOBAL OFFICE SOLUTIONS
16-0836	Newspoint Paper	Newspoint paper, grade 2, 11 7/8-1/2", 3/4" x 3/8" alternate ruled, ruled long way, 500 sheets/ream, 10 reams/ctn.	PAC2622	PACON CORPOFPACON	PAC2622	\$ 6.59	\$ 2.27	ream	PK	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0837	Newspoint Paper	Newspoint paper, grade 3, 11 7/8-1/2", 1/2" x 1/4" alternate ruled, ruled long way, 500 sheets/ream.	PAC2623	PACON CORPOFPACON	PAC2623	\$ 6.29	\$ 2.27	ream	PK	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0838	Newspoint Paper	Newspoint paper, grade K-1, 11 7/8-1/2", 1" x 1/2" skip-a-line, ruled long way, 500 sheets/ream.	PAC2631	PACON CORPOFPACON	PAC2631	\$ 6.69	\$ 2.27	ream	RM	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0839	Newspoint Paper	Newspoint paper, grade 2, 11 7/8-1/2", 3/4" x 3/8" ruled, 3/8" skip-a-line, ruled long way, 500 sheets/ream.	PAC2635	PACON CORPOFPACON	PAC2635	\$ 6.29	\$ 2.27	ream	RM	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0840	Newspoint Paper	Newspoint paper, grade 3, 11 7/8-1/2", 1/2" x 1/4" ruled, 1/2" skip-a-line, ruled long way, 500 sheets/ream.	PAC2637	PACON CORPOFPACON	PAC2637	\$ 6.69	\$ 2.41	ream	RM	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0841	Newsprint Paper	Newsprint paper, grade 3-4, 11" x 16", 1/2" x 1/4" ruled, 1/4" skip-a-line, ruled long way, 500 sheets/ream.	PACON CORPOFACON	PAC2639	\$ 6.68	\$ 2.57	ream	RM	500	1	1-2 BUSINESS
16-0842	Newsprint Paper	Newsprint paper, grade K, 10-1/2" x 26", 1-1/8" x 1/16" blue ruled with red baseline, 9/16" skip-a-line, ruled long way, 500 sheets/ream.	PACON CORPOFACON	PAC2P2610	\$ 7.59	\$ 3.28	ream	RM	500	1	1-2 BUSINESS
16-0843	Newsprint Paper	Newsprint paper, grade 1, 10-1/2" x 26", 7/8" x 1/16" blue ruled with red baseline, 7/16" skip-a-line, ruled long way, 500 sheets/ream.	PACON CORPOFACON	PACRN261S	\$ 7.69	\$ 3.58	ream	RM	500	1	1-2 BUSINESS
16-0844	Newsprint Paper	Newsprint paper, grade 2, 10-1/2" x 26", 3/4" x 23/8" blue ruled with red baseline, 3/16" skip-a-line, ruled long way, 500 sheets/ream.	PACON CORPOFACON	PAC2P2609	\$ 7.59	\$ 3.28	ream	RM	500	1	1-2 BUSINESS
16-0845	Newsprint Paper	Newsprint paper, grade 2, 10-1/2" x 26", 5/8" x 1/16" blue ruled with red baseline, 5/16" skip-a-line, ruled long way, 500 sheets/ream.	PACON CORPOFACON	PAC2P2611	\$ 7.59	\$ 2.63	ream	PK	500	1	1-2 BUSINESS
16-0846	Newsprint Paper	Newsprint paper, grade 2-3, 10-1/2" x 26", 1/2" x 1/4" blue ruled with red baseline, 1/4" skip-a-line, ruled long way, 500 sheets/ream.	PACON CORPOFACON	PAC2P2612	\$ 7.59	\$ 2.68	ream	PK	500	1	1-2 BUSINESS

16-0847	Newsprint Paper	Newsprint paper, grade 3, 10-1/2" x 16", 1/2" x 14" blue ruled with red baseline, 1/4" skip-a-line, ruled short way, 500 sheets/ream.	PACZP2613	PACON CORPOFPACON	PACZP2613	\$ 7.59	\$ 2.88	ream	PK	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0848	Newsprint Paper	Newsprint paper, grade 3-4, 10-1/2" x 16", 3/8" x 3/16" blue ruled with red baseline, 3/16" skip-a-line, ruled short way, 500 sheets/ream.	PACZP2614	PACON CORPOFPACON	PACZP2614	\$ 7.59	\$ 3.26	ream	PK	500	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0849	Newsprint Paper	Newsprint paper, primary grade, picture story, 18" x 12", 5/8" ruled on both sides, skip-a-line, ruled long way, top portion left blank for pictures, 250 sheets/pkg.	PACZP2694	PACON CORPOFPACON	PACZP2694	\$ 10.09	\$ 5.72	pkg	RM	250	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
PAPER, OFFICE: COPY PAPER		Percentage off Catalog Discount	20% to 78% With a 12% Cost Floor		20% to 78% With a 12% Cost Floor		20% to 78% With a 12% Cost Floor		20% to 78% With a 12% Cost Floor		20% to 78% With a 12% Cost Floor		GLOBAL OFFICE SOLUTIONS	
16-0850	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 6-1/2" x 11", 500 sheets/ream.	GOSCOPYL	GLATFELTER	COMET	GOSCOPYL	\$ 9.50	\$ 2.95	ream	CT	5000	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0851	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 6-1/2" x 11", 500 sheets/ream.	GOSCOPYL	GLATFELTER	COMET	GOSCOPYL	\$ 95.00	\$ 28.49	case	CT	5000	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0852	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 6-1/2" x 11", 500 sheets/ream, 10 reams/case.	GOSCOPYLPLT	GLATFELTER	COMET	GOSCOPYLPLT	\$ 3,800.00	\$ 1,160.00	std	PL	40	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0853	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 6-1/2" x 11", 500 sheets/ream, 10 reams/case, 40 cases/skid.	GOSCOPYLPLT	GLATFELTER	COMET	GOSCOPYLPLT	\$ 79,800.00	\$ 21,756.00	truckload	CT	5000	1	5-7 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0854	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 6-1/2" x 11", 500 sheets/ream, 10 reams/case, 40 cases/skid, 840 cases/truckload.	GOSCOPYL	GLATFELTER	COMET	GOSCOPYL								GLOBAL OFFICE SOLUTIONS

16-0855	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 8-1/2" x 11", 500 sheets/ream.	GOSCOPYC	GLATFELTER	COMET	GOSCOPYC	\$ 19.70	\$ 4.15	ream	CT	5000	1	1-2 BUSINESS
16-0855	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 8-1/2" x 11", 500 sheets/ream, 10 reams/case.	GOSCOPYC	GLATFELTER	COMET	GOSCOPYC	\$ 197.00	\$ 41.48	case	CT	5000	1	1-2 BUSINESS
16-0857	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 8-1/2" x 11", 500 sheets/ream, 10 reams/case, 40 cases/skid.	GOSCOPYC	GLATFELTER	COMET	GOSCOPYC	\$ 5,910.00	\$ 1,198.50	skid	CT	5000	1	1-2 BUSINESS
16-0858	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 11" x 17", 500 sheets/ream.	GOSCOPYB	GLATFELTER	COMET	GOSCOPYB	\$ 14.20	\$ 6.57	ream	CT	2500	1	1-2 BUSINESS
16-0855	Copy Paper	Paper, 20#, white, 92 TAPPI brightness, 11" x 17", 500 sheets/ream, 5 reams/case.	GOSCOPYB	GLATFELTER	COMET	GOSCOPYB	\$ 71.00	\$ 32.34	case	CT	2500	1	1-2 BUSINESS
16-0860	Copy Paper	Paper, 20#, pastel colors, 8-1/2" x 11", 500 sheets/ream. Specify colors in the "Colors Available" column.	SPR05122	SPARCO	SPARCO	SPR05122	\$ 19.05	\$ 5.09	ream	RM	500	1	1-2 BUSINESS
16-0861	Copy Paper	Paper, 20#, pastel colors, 8-1/2" x 11", 500 sheets/ream, 10 reams/case. Specify colors in the "Colors Available" column.	SPR05122	SPARCO	SPARCO	SPR05122	\$ 190.50	\$ 50.90	case	RM	500	1	1-2 BUSINESS
16-0862	Copy Paper	Paper, 20#, pastel colors, 8-1/2" x 11", 500 sheets/ream. Specify colors in the "Colors Available" column.	SPR05122	SPARCO	SPARCO	SPR05122	\$ 19.05	\$ 5.09	ream	RM	500	1	1-2 BUSINESS
16-0863	Copy Paper	Paper, 20#, pastel colors, 8-1/2" x 11", 500 sheets/ream, 10 reams/case. Specify colors in the "Colors Available" column.	SPR05122	SPARCO	SPARCO	SPR05122	\$ 190.50	\$ 50.90	case	RM	500	1	1-2 BUSINESS

16-0864	Stereograph Book, White	Standigraph book, 80 sheets, 6" x 8", white.	MEA43082	ACCO	MEAD	MEA43082	\$ 2.89	\$ 0.90	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0865	Stereograph Book, Green	Standigraph book, 80 sheets, 6" x 8", green.	MEA43080	ACCO	MEAD	MEA43080	\$ 2.89	\$ 0.75	each	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>PAPER, OFFICE: WRITING PADS</b>													
16-0866	Writing Pads	Writing pads, stitched top, 5" x 6" 50 sheets/pad.	BSN63107	BUSINESS SOURCE	BUSINESS SOURCE	BSN63107	\$ 33.76	\$ 5.24	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0867	Writing Pads	Writing pads, stitched top, 8" x 11" 50 sheets/pad.	TOP7532	TOPS	TOPS	TOP7532	\$ 50.23	\$ 5.77	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0868	Writing Pads	Writing pads, stitched top, 12" x 11" 50 sheets/pad.	TOP7533	TOPS	TOPS	TOP7533	\$ 50.23	\$ 5.99	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>PENCILS AND ERASERS: PENCIL ERASERS</b>													
16-0869	Erasers, Art Gum	Erasers, art gum, 1" x 1", 24/pkg.	SAN73028	SANFORD	SANFORD	SAN73028	\$ 17.52	\$ 6.98	pkg	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0870	Erasers, Wedge Top	Erasers, wedge top, latex tree, pencil tip style, 144/pk.	ITA36523	INTEGRA	INTEGRA	ITA36523	\$ 11.67	\$ 2.44	pkg	EX	144	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0871	Erasers	Erasers, 36/pkg. (Pink Pearl no substitutes)	PAP70525	SANFORD	PAPERMAIE	PAP70525	\$ 23.04	\$ 8.79	pkg	EX	36	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>PENCILS AND ERASERS: PENCILS, DIXON DIXOLE Dixon, Ohio</b>													
16-0872	Pencils, #2	Pencils, #2, non- toxic.	DIX12872	DIXON TICONDELO DIXON	DIXON TICONDELO DIXON	DIX12872	\$ 4.36	\$ 1.15	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0873	Pencils, #2	Pencils, #2, pre-sharpened, non-toxic.	DIX12866	DIXON TICONDELO DIXON	DIXON TICONDELO DIXON	DIX12866	\$ 4.52	\$ 1.30	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0874	Pencils, #2-1/2	Pencils #2-1/2, non-toxic.	DIX12875	DIXON TICONDELO DIXON	DIXON TICONDELO DIXON	DIX12875	\$ 4.36	\$ 1.16	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>PENCILS AND ERASERS: PENCILS, DIXON TICONDEROGA</b>													
16-0875	Pencils	Pencils, #2, non- toxic.	DIX12872	DIXON TICONDELO DIXON	DIXON TICONDELO DIXON	DIX12872	\$ 4.36	\$ 1.15	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0876	Pencils	Pencils, #2, non- toxic, 56/pkg.	DIX13872	DIXON TICONDELO TICONDEROGA	DIXON TICONDELO TICONDEROGA	DIX13872	\$ 43.92	\$ 15.12	pkg	PK	96	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0877	Pencils	Pencils, #2-1/2, non-toxic.	DIX13885	DIXON TICONDELO TICONDEROGA	DIXON TICONDELO TICONDEROGA	DIX13885	\$ 5.38	\$ 1.85	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0878	Pencils	Pencils, beginner, 13/32", diameter, with eraser, non- toxic.	DIX13308	DIXON TICONDELO TICONDEROGA	DIXON TICONDELO TICONDEROGA	DIX13308	\$ 7.07	\$ 3.62	dz	DZ	12	1	1-2 BUSINESS OFFICE SOLUTIONS

16-0879	Pencils	Pencils, #2, non-toxic, latex-free, 1/2" diameter, with eraser, non-toxic.	DIX13080	DIXON TICONDEROGA	DIX13080	\$ 6.17	\$ 3.30	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0880	Pencils	Pencils, #2, non-toxic, with eraser, non-toxic.	DIX13080	DIXON TICONDEROGA	DIX13308	\$ 7.07	\$ 3.62	dz	DZ	12	-1	1-2 BUSINESS SOLUTIONS
16-0881	Pencils	Pencils, #2, non-toxic, pre-sharpened.	DIX13080	DIXON TICONDEROGA	DIX13806	\$ 5.89	\$ 2.04	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
<b>PENCILS AND ERASERS: PENCILS, GRADING</b>												
16-0882	Pencils, Red	Pencils, red, with eraser.	SAN214	SANFORD	SAN214	\$ 15.72	\$ 7.70	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0883	Pencils, Black	Pencils, red, with eraser.	PAP2254	SANFORD	PAPERMAIE	\$ 4.43	\$ 1.47	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0884	Pencils, Blue	Pencils, red, with eraser.	SAN2028	SANFORD	SAN2028	\$ 15.84	\$ 6.37	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
<b>PENCILS AND ERASERS: PENCILS</b>												
16-0885	Pencils, #2	Pencils, #2, non-toxic, latex-free, 1/2" dia.	BSN37507	BUSINESS SOURCE	BSN37507	\$ 4.33	\$ 0.96	pk/g	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0886	Pencils, #2	Pencils, #2, pre-sharpened.	ITAP38275	INTEGRA	ITAP38275	\$ 2.56	\$ 0.95	pk/g	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0887	Pencils, #2	Pencils, #2, non-toxic, latex-free eraser, 12/pkg.	BSN37508	BUSINESS SOURCE	BSN37508	\$ 34.98	\$ 10.99	pk/g	BX	72	1	1-2 BUSINESS SOLUTIONS
<b>PENS: BALL POINT</b>												
16-0888	Pens	Pens, stick, medium, black.	BSN37501	BUSINESS SOURCE	BSN37501	\$ 3.85	\$ 0.99	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0889	Pens	Pens, stick, medium, blue.	BSN37500	BUSINESS SOURCE	BSN37500	\$ 3.85	\$ 0.99	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0890	Pens	Pens, stick, medium, red.	BSN37504	BUSINESS SOURCE	BSN37504	\$ 3.85	\$ 0.99	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
<b>PENS: BALL POINT</b>												
16-0891	Pens	Pens, stick, medium, black.	BSN37501	BUSINESS SOURCE	BSN37501	\$ 3.85	\$ 0.99	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0892	Pens	Pens, stick, medium, blue.	BSN37500	BUSINESS SOURCE	BSN37500	\$ 3.85	\$ 0.99	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0893	Pens	Pens, stick, medium, red.	BSN37504	BUSINESS SOURCE	BSN37504	\$ 3.85	\$ 0.99	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
<b>PENS: BALL POINT, SANFORD PAPERMAIE</b>												
16-0894	Stick Pen, Fine, Black	Pens, stick, fine, black.	PAP3381131	SANFORD	PAPERMAIE	\$ 4.40	\$ 1.06	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS
16-0895	Stick Pen, Fine, Blue	Pens, stick, fine, blue.	PAP3361131	SANFORD	PAPERMAIE	\$ 4.40	\$ 1.06	dz	DZ	12	1	1-2 BUSINESS SOLUTIONS

16-0695	Stick Pen, Fine, red.	Pens, stick, fine, red.	PAP371131	SANFORD	PAPERMATE	PAP3371131	\$ 4.14	\$ 1.06	d2	D2	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0697	Stick Pen, Medium, Black	Pens, stick, medium, black.	PAP331131	SANFORD	PAPERMATE	PAP331131	\$ 4.40	\$ 1.06	d2	D2	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0898	Stick Pen, Medium, Blue	Pens, stick, medium, blue.	PAP331131	SANFORD	PAPERMATE	PAP331131	\$ 4.40	\$ 1.06	d2	D2	12	1	1-2 BUSINESS OFFICE SOLUTIONS
16-0899	Stick Pen, Medium, Red	Pens, stick, medium, red.	PAP3321131	SANFORD	PAPERMATE	PAP3321131	\$ 4.40	\$ 1.06	d2	D2	12	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>PRINTER SUPPLIES: CATALOG DISCOUNTS</b>													
16-0900	Printer Supply Catalog Discount	Percentage off government list price for Canon printer supplies. Enter percentage or range of percentages in Price column, manufacturer(s) in "Manufacturer(s)" column, catalog name, URL, and date in "Colors Available" column.											GLOBAL OFFICE SOLUTIONS
16-0901	Canon Printer Supply Catalog Discount	Percentage off government list price for Canon printer supplies. Enter percentage or range of percentages in Price column, manufacturer(s) in "Manufacturer(s)" column, catalog name, URL, and date in "Colors Available" column.											GLOBAL OFFICE SOLUTIONS
<b>Name Brand: All printer supplies must be OEM and certified new and unused. Alternate brands, remanufactured, refurbished or refilled cartridges will not be awarded.</b>													
16-0901	Canon Printer Supply Catalog Discount	Percentage off government list price for Canon printer supplies. Enter percentage or range of percentages in Price column, manufacturer(s) in "Manufacturer(s)" column, catalog name, URL, and date in "Colors Available" column.											GLOBAL OFFICE SOLUTIONS



16-0905	HP Ink Cartridge No. 17	Ink cartridge for HP DeskJet 825/c 840/c 841/c 842/c 843/c 845/c Injet printers, tri-color, 430 page Yield, (No. 17 C6625A)	HEWC6625A	HEWLETT PACK HEWC6625A	\$ 55.66	\$ 41.73	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0906	HP Ink Cartridge No. 78	Ink cartridge for HP DeskJet 820/ 930/ 950/ 960/ 970/ 990 series/ 1220 cases/ 1220c/ 3550/ 3820/ 6122/ 6127/ 9300, Photosmart p1000/ p1100/ 1115/ 1215/ 1218/ 1315, OfficeJet 5110 series Injet printers, 970 page yield, tri-color, (No. 78 C6870DN)	HEWC6578DN	HEWLETT PACK HEWC6578DN	\$ 56.74	\$ 42.32	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0907	HP Ink Cartridge No. 15	Ink cartridge for HP DeskJet 810/c 812/c 825/c 840/c 841/c 842/c 843/c 845/c 920/c 930/c 932/c 935/c 940/c 942/c, psc 500/ 750/ 950, OfficeJet 5110/ 5111Dai/ 5110v/ 5110A2L/ 540, Digital Copier 310 Injet printers, 603 page yield, black, (No. 15 C6815DN)	HEWC6815DN	HEWLETT PACK HEWC6815DN	\$ 51.71	\$ 38.57	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0808	HP Ink Cartridge No. 23	Ink cartridge for HP DeskJet 710d/712d/ 720d/722d/ 810d/812d/ 830d/832d/ 840d/842d/ 850d/850d/e/ 855d/e/1120c, pic 500, OfficeJet Pro 1170d/ 1175d/rad1/rad6/ i451/i451/i65. Color Copier 140/145/150/ 150/160/170/ 250/270 inkjet printers, 650 page yield, tri- color, (No. 23 C1521D).	HEWC1823D	HEWLETT PACKHEWLETT PACKHEWC1823D	\$ 65.92	\$ 49.38	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0909	HP Ink Cartridge No. 20	Ink cartridge for HP DeskJet 610d/612d/ 630d/632d/ 640d/642d/ 648c/656c, Fax 1020 inkjet printers, 455 page yield, black, (No. 20 C5614D).	HEWC6614D	HEWLETT PACKHEWLETT PACKHEWC6614D	\$ 53.26	\$ 39.93	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0810	HP Ink Cartridge No. 27	Ink cartridge for HP DeskJet 350/355d/ 375 inkjet printers, 270 page yield, black, (No. 27 C5917A).	HEWC8727AN	HEWLETT PACKHEWLETT PACKHEWC8727AN	\$ 30.44	\$ 22.82	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0911	HP Ink Cartridge No. 27	Ink cartridge for HP DeskJet 3745 OfficeJet 4110/4215 inkjet printers, 190 page yield, tri- color, (No. 27 C5927A).	HEWC8728AN	HEWLETT PACKHEWLETT PACKHEWC8728AN	\$ 38.52	\$ 28.89	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0912	HP Ink Cartridge No. 56	Ink cartridge for HP DeskJet 450/ 5150/5650/ 5655/5650 PhotoSmart 7260/7660/ 7760/7960, Officejet 4110/ 4215/5510/ 6100 series inkjet printers, 450 page yield, black, (No. 56 C6596AN).	HEWC6656AN	HEWLETT PACKHEWLETT PACKHEWC6656AN	\$ 37.02	\$ 27.61	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0913	HP Ink Cartridge No. 57	Ink cartridge for HP DeskJet 450/ 5150/ 5850/ 5850/ 9600 series, Photosmart 145/ 245/ 7260/ 7660/ 7760/ 7960/ Officejet 4110/ 4215/ 5510/ 6100 series inkjet printers, 391 page yield, 1st-color: (No. 57 C8657AN)	HEWC657AN	\$ 59.03	\$ 44.05	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS	
16-0914	HP Ink Cartridge No. 10	Ink cartridge for HP DesignJet 100plus/ 800 series/ 815mfp/ Business Inkjet 1100/ 1200/ 2300/ 2600/ 3000 series/ Color Inkjet Printer cp1700 series/ Officejet 9100 series inkjet printers, 89 mL, 1.43K page yield, black (No. 10 C4844A)	HEWC4844A	HEWC4844A	\$ 56.96	\$ 42.67	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0915	HP Ink Cartridge No. 82	Ink cartridge for HP DesignJet 500/ 510 series inkjet printers, 69mL, cyan (No. 82 C4911A)	HEWC4911A	HEWC4911A	\$ 55.09	\$ 41.30	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0916	HP Ink Cartridge No. 82	Ink cartridge for HP DesignJet 500/ 510 series inkjet printers, 69mL, magenta, (No. 82 C4912A)	HEWC4912A	HEWC4912A	\$ 55.09	\$ 41.30	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0917	HP Ink Cartridge No. 82	Ink cartridge for HP DesignJet 500/ 510 series inkjet printers, 69mL, yellow, (No. 82 C4913A)	HEWC4913A	HEWC4913A	\$ 55.09	\$ 41.30	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0918	HP Printthead No. 11	Printthead for HP DesignJet 100plus/ 500/ 510/ 800 series/ Business Inkjet 1100/ 2300/ 2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series injet printers, 8 ml., 16K page yield, black (No. 11 C4810A)	HEWC4810A	HEWLETT PACK HEWC4810A	\$ 58.41	\$ 43.75	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0919	HP Printthead No. 11	Printthead for HP DesignJet 100plus/ 500/ 510/ 800 series/ Business Inkjet 1100/ 2300/ 2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series injet printers, 8 ml., 24K page yield, cyan (No. 11 C4811A)	HEWC4811A	HEWLETT PACK HEWC4811A	\$ 58.41	\$ 43.75	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0920	HP Printthead No. 11	Printthead for HP DesignJet 100plus/ 500/ 510/ 800 series/ Business Inkjet 1100/ 2300/ 2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series injet printers, 8 ml., 24K page yield, magenta, (No. 11 C4812A)	HEWC4812A	HEWLETT PACK HEWC4812A	\$ 58.41	\$ 43.75	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0921	HP Printthead No. 11	Printthead for HP DesignJet 100plus/ 500/ 510/ 800 series/ Business Inkjet 1100/ 2300/ 2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series injet printers, 8 ml., 24K page yield, yellow (No. 11 C4813A)	HEWC4813A	HEWLETT PACK HEWC4813A	\$ 58.41	\$ 43.75	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0922	HP Ink Cartridge No. 11	Ink cartridge for HP DesignJet 100plus/ Business Inkjet 1100/1200/ 2300/2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series, Inkjet printers, 28mL, 1.75K page yield, cyan, (No. 11 C4836A)	HEWC4836A	HEWLETT PACKHEWLETT PACKHEWC4836A	\$ 56.96	\$ 42.67	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0923	HP Ink Cartridge No. 11	Ink cartridge for HP DesignJet 100plus/ Business Inkjet 1100/1200/ 2300/2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series, Inkjet printers, 28mL, 1.75K page yield, magenta, (No. 11 C4837A)	HEWC4837A	HEWLETT PACKHEWLETT PACKHEWC4837A	\$ 56.96	\$ 42.67	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0924	HP Ink Cartridge No. 11	Ink cartridge for HP DesignJet 100plus/ Business Inkjet 1100/1200/ 2300/2600 series, Color Inkjet Printer cp1700 series, OfficeJet 9100 series, Inkjet printers, 28mL, 1.75K page yield, yellow (No. 11 C4838A)	HEWC4838A	HEWLETT PACKHEWLETT PACKHEWC4838A	\$ 56.96	\$ 42.67	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0925	HP Ink Cartridge No. 72	Ink cartridge for HP DesignJet T1100/T1200 series, Inkjet printers, 130 mL matte black (C5403A)	HEWC9403A	HEWLETT PACKHEWLETT PACKHEWC9403A	\$ 80.49	\$ 60.30	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0926	HP Ink Cartridge No. 72	Ink cartridge for HP DesignJet T1100/T1200 series, Inkjet printers, 130 mL cyan, (C9371A)	HEWC9371A	HEWLETT PACKHEWLETT PACKHEWC9371A	\$ 80.49	\$ 60.30	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0927	HP Ink Cartridge No. 72	Ink cartridge for HP DesignJet T1100/T1200 series inkjet printers, 130 ml., magenta. (C53172A)	HEWC9372A	HEWLETT PACK HEWLETT PACK HEWC9372A	\$ 80.49	\$ 60.30	each	EA	1	1	1-2 BUSINESS
16-0928	HP Ink Cartridge No. 72	Ink cartridge for HP DesignJet T1100/T1200 series inkjet printers, 130 ml., yellow. (C53173A)	HEWC9373A	HEWLETT PACK HEWLETT PACK HEWC9373A	\$ 80.49	\$ 60.30	each	EA	1	1	1-2 BUSINESS
16-0929	HP Ink Cartridge No. 72	Ink cartridge for HP DesignJet T1100/T1200 series inkjet printers, 130 ml., gray. (C53174A)	HEWC9374A	HEWLETT PACK HEWLETT PACK HEWC9374A	\$ 80.49	\$ 60.30	each	EA	1	1	1-2 BUSINESS
16-0930	HP Printhead No. 72	Printhead for HP DesignJet T1100 inkjet printers, gray and black. (C53380A)	HEWC9380A	HEWLETT PACK HEWLETT PACK HEWC9380A	\$ 78.28	\$ 58.94	each	EA	1	1	1-2 BUSINESS
16-0931	HP Printhead No. 72	Printhead for HP DesignJet T1100 inkjet printers, matte black and yellow. (C53384A)	HEWC9384A	HEWLETT PACK HEWLETT PACK HEWC9384A	\$ 78.28	\$ 58.94	each	EA	1	1	1-2 BUSINESS
16-0932	HP Printhead No. 72	Printhead for HP DesignJet T1100 inkjet printers, magenta and cyan. (C53383A)	HEWC9383A	HEWLETT PACK HEWLETT PACK HEWC9383A	\$ 78.28	\$ 58.94	each	EA	1	1	1-2 BUSINESS
16-0933	HP Ink Cartridge 940XL	Ink cartridge for HP Officejet Pro 2000 inkjet printer, 2.2K page yield, black. (C4906AN)	HEWC906AN	HEWLETT PACK HEWLETT PACK HEWC906AN	\$ 51.77	\$ 38.39	each	EA	1	1	1-2 BUSINESS
16-0934	HP Ink Cartridge 940XL	Ink cartridge for HP Officejet Pro 8000 inkjet printer, 1.4K page yield, cyan. (C4907AN)	HEWC907AN	HEWLETT PACK HEWLETT PACK HEWC907AN	\$ 33.98	\$ 25.36	each	EA	1	1	1-2 BUSINESS
16-0935	HP Ink Cartridge 940XL	Ink cartridge for HP Officejet Pro 800 inkjet printer, 1.4K page yield, magenta. (C4908AN)	HEWC908AN	HEWLETT PACK HEWLETT PACK HEWC908AN	\$ 33.98	\$ 25.36	each	EA	1	1	1-2 BUSINESS

16-0936	HP Ink Cartridge 90XL	Ink cartridge for HP Officejet Pro 8000 inkjet printer, 1.4K page yield. (C4505A)	HEWC4505A#4	HEWLETT PACK HEWLETT PACK HEWC4908AN	\$ 33.98	\$ 25.36	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0937	HP Printheads 940	Printheads for HP Officejet Pro 8000 inkjet printer, black/yellow. (C4509A)	HEWC4900A	HEWLETT PACK HEWLETT PACK HEWC4900A	\$ 75.88	\$ 56.57	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0938	HP Ink Cartridge No. 88XL	Ink cartridge for HP Officejet Pro K550, K5400 series inkjet printers, 2.35K page yield. (No. 88XL C9396AN)	HEWC9396AN	HEWLETT PACK HEWLETT PACK HEWC9396AN	\$ 66.93	\$ 49.92	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0939	HP Ink Cartridge No. 88XL	Ink cartridge for HP Officejet Pro K550, K5400 inkjet printers, 1.2K page yield, cyan. (No. 88XL C9391AN)	HEWC9391AN	HEWLETT PACK HEWLETT PACK HEWC9391AN	\$ 37.68	\$ 28.26	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0940	HP Ink Cartridge No. 88XL	Ink cartridge for HP Officejet Pro K550, K5400 inkjet printers, 1.2K page yield, magenta. (No. 88XL C9392AN)	HEWC9392AN	HEWLETT PACK HEWLETT PACK HEWC9392AN	\$ 37.68	\$ 28.26	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0941	HP Ink Cartridge No. 88XL	Ink cartridge for HP Officejet Pro K550, K5400 inkjet printers, 1.2K page yield, yellow. (No. 88XL C9393AN)	HEWC9393AN	HEWLETT PACK HEWLETT PACK HEWC9393AN	\$ 37.68	\$ 28.26	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0942	HP Printthead No. 88	Printthead for HP Officejet K5400 inkjet printer, black and yellow, 41.5K page yield, black (C9381A)	HEWC9381A	HEWLETT PACK HEWLETT PACK HEWC9381A	\$ 102.42	\$ 76.72	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0943	HP Printthead No. 88	Printthead for HP Officejet K5400 inkjet printer, magenta and cyan, 41.5K page yield, magenta, (C9382A)	HEWC9382A	HEWLETT PACK HEWLETT PACK HEWC9382A	\$ 102.42	\$ 76.72	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0944	HP Ink Cartridge No. 98	Ink cartridge for HP PSC D5160 inkjet printer; 840 page yield, 20/pkg, black. (No. 98 C5514FN)	HEWC5514FN	HEWLETT PACKHEWLETT PACKHEWC5514FN	\$ 65.23	\$ 58.39	pkg	PK	2	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0945	HP Ink Cartridge No. 95	Ink cartridge for HP PSC D5160 inkjet printer, 330 page yield, 15-color. (No. 95 C5756WN)	HEWC8766WN	HEWLETT PACKHEWLETT PACKHEWC8766WN	\$ 43.11	\$ 32.17	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0946	HP Ink Cartridge No. 92	Ink cartridge for HP DesignJet 111/500/510 series Inkjet Printers, 65ml., black. (No. 82 C1565A)	HEWC8565A	HEWLETT PACKHEWLETT PACKHEWC8565A	\$ 49.97	\$ 37.45	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0947	HP Ink Cartridge 950	Ink cartridge for OfficeJet Pro 8100e, standard capacity, black (CN498AN)	HEWCN0498AN	HEWLETT PACKHEWLETT PACKHEWCN0498AN	\$ 32.37	\$ 24.16	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0948	HP Ink Cartridge 950XL	Ink cartridge for OfficeJet Pro 8100e, high capacity, black (CN495AN)	HEWCN045AN	HEWLETT PACKHEWLETT PACKHEWCN045AN	\$ 47.97	\$ 35.59	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0949	HP Ink Cartridge 951	Ink cartridge for OfficeJet Pro 8100e, standard capacity, cyan (CN050AN)	HEWCN050AN	HEWLETT PACKHEWLETT PACKHEWCN050AN	\$ 23.94	\$ 17.95	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0950	HP Ink Cartridge 951XL	Ink cartridge for OfficeJet Pro 8100e, high capacity, cyan (CN051AN)	HEWCN046AN	HEWLETT PACKHEWLETT PACKHEWCN046AN	\$ 37.48	\$ 27.97	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0951	HP Ink Cartridge 951	Ink cartridge for OfficeJet Pro 8100e, standard capacity, magenta, (CN052AN)	HEWCN051AN	HEWLETT PACKHEWLETT PACKHEWCN051AN	\$ 23.94	\$ 17.95	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0952	HP Ink Cartridge 951XL	Ink cartridge for OfficeJet Pro 8100e, high capacity, magenta (CN057AN)	HEWCN047AN	HEWLETT PACKHEWLETT PACKHEWCN047AN	\$ 37.48	\$ 27.97	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0953	HP Ink Cartridge 951	Ink cartridge for OfficeJet Pro 8100e, standard capacity, yellow (CN053AN)	HEWCN052AN	HEWLETT PACKHEWLETT PACKHEWCN052AN	\$ 23.94	\$ 17.95	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS
16-0954	HP Ink Cartridge 951%	Ink cartridge for OfficeJet Pro 8100e, high capacity, yellow (CN054AN)	HEWCN048AN	HEWLETT PACKHEWLETT PACKHEWCN048AN	\$ 37.48	\$ 27.97	each	EA	1	1	1-2 BUSINESS GLOBAL OFFICE SOLUTIONS

16-0955	HP Ink Cartridge 951	Ink cartridge for OfficeJet Pro 8100e, standard capacity, combo pack - cyan, magenta, yellow, (CR314FN)	HEWCR314FN	HEWLETT PACK HEWLETT PACK HEWCR314FN	\$ 74.05	\$ 55.23	each	PK	3	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0956	HP Ink Cartridge 920	Ink cartridge for OfficeJet Pro 6000, standard capacity, black (CD971AN)	HEWCD971AN	HEWLETT PACK HEWLETT PACK HEWCD971AN	\$ 27.09	\$ 20.22	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0957	HP Ink Cartridge 920XL	Ink cartridge for OfficeJet Pro 6000, high capacity, black (CD975AN)	HEWCD975AN	HEWLETT PACK HEWLETT PACK HEWCD975AN	\$ 47.98	\$ 36.95	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0958	HP Ink Cartridge 920XL	Ink cartridge for OfficeJet Pro 6000, high capacity, cyan (CD972AN)	HEWCD972AN	HEWLETT PACK HEWLETT PACK HEWCD972AN	\$ 21.23	\$ 15.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0959	HP Ink Cartridge 920XL	Ink cartridge for OfficeJet Pro 6000, high capacity, magenta (CD973AN)	HEWCD973AN	HEWLETT PACK HEWLETT PACK HEWCD973AN	\$ 21.23	\$ 15.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0960	HP Ink Cartridge 920XL	Ink cartridge for OfficeJet Pro 5000, high capacity, yellow (CD974AN)	HEWCD974AN	HEWLETT PACK HEWLETT PACK HEWCD974AN	\$ 21.23	\$ 15.85	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0961	HP Ink Cartridge 920	Ink cartridge for OfficeJet Pro 6000, combo pack - cyan, magenta, yellow (CN066FN)	HEWCN066FN	HEWLETT PACK HEWLETT PACK HEWCN066FN	\$ 11.52	\$ 9.36	each	PK	3	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>PRINTER SUPPLIES: HP LASER</b>												
16-0962	HP Toner 92A	Toner for HP LaserJet 1100 series, 3200 pages, 2.5K page yield, black (CA092A)	HEWC4092A	HEWLETT PACK HEWLETT PACK HEWC4092A	\$ 120.58	\$ 75.96	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0963	HP Toner 15X	Toner for HP LaserJet 1200 series, 3380 pages, 3.5K page yield, black (C7115X)	HEWC7115X	HEWLETT PACK HEWLETT PACK HEWC7115X	\$ 129.79	\$ 81.79	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0964	HP Toner 13X	Toner for HP LaserJet 1300 laser printers, 4K page yield, black (Q2613X)	HEWQ2613X	HEWLETT PACK HEWLETT PACK HEWQ2613X	\$ 172.60	\$ 108.33	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0985	HP Toner 49X	Toner for HP LaserJet 1320, 3390 laser printers, 6K page yield, black. (Q5548X)	HEWQ0554SX	HEWLETT PACK HEWLETT PACK HEWQ0554SX	\$ 255.33	\$ 150.08	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0986	HP Toner 05X	Toner for HP LaserJet 2055 printer, 6.5K page yield, black. (Q5555X)	HEWCE55X	HEWLETT PACK HEWLETT PACK HEWCE55X	\$ 225.14	\$ 140.36	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0987	HP Toner 96A	Toner for HP LaserJet 2100/2200 series laser printers, 5K page yield, black. (CA095A)	HEWC4096A	HEWLETT PACK HEWLETT PACK HEWC4096A	\$ 195.63	\$ 122.65	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0988	HP Toner 1G	Toner for HP LaserJet 2300 series laser printers, 6K page yield, black. (Q2610A)	HEWQ2610A	HEWLETT PACK HEWLETT PACK HEWQ2610A	\$ 235.08	\$ 147.37	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0989	HP Toner 11X	Toner for HP LaserJet 2420 series laser printers, 12K page yield, black. (Q2651X)	HEWQ6511X	HEWLETT PACK HEWLETT PACK HEWQ6511X	\$ 352.85	\$ 222.30	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0990	HP Toner 51X	Toner for HP LaserJet 3005 series laser printers/ M3035 multifunction printers, 13K page yield, black. (Q7551X)	HEWQ7551X	HEWLETT PACK HEWLETT PACK HEWQ7551X	\$ 344.81	\$ 205.91	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0991	HP Toner 51XD	Toner for HP LaserJet 3005 series laser printers/ M3035 multifunction printers, 13K page yield, 20pg black. (Q7551XG)	HEWQ7551XD	HEWLETT PACK HEWLETT PACK HEWQ7551XD	\$ 601.45	\$ 379.46	pkg	EX	2	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0992	HP Toner 27X	Toner for HP LaserJet 4000 series laser printers, 10K page yield, black. (CA-277X)	HEWC4127X	HEWLETT PACK HEWLETT PACK HEWC4127X	\$ 248.79	\$ 155.98	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0993	HP Toner 61X	Toner for HP LaserJet 4100 series laser printers, 10K page yield, black. (CA-277X)	HEWC8061X	HEWLETT PACK HEWLETT PACK HEWC8061X	\$ 248.79	\$ 156.01	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0974	HP Toner 38A	Toner for HP LaserJet 4200 series laser printers, 12K page yield, black. (Q1338A)	HEWQ1338A	HEWLETT PACK HEWLETT PACK HEWQ1338A	\$ 260.62	\$ 170.83	each	EA	1	1	1-2 BUSINESS
16-0975	HP Toner 42X	Toner for HP LaserJet 4250/4350 series laser printers, 20K page yield, black. (Q5942X)	HEWQ5942X	HEWLETT PACK HEWLETT PACK HEWQ5942X	\$ 382.45	\$ 238.35	each	EA	1	1	1-2 BUSINESS
16-0976	HP Toner 39A	Toner for HP LaserJet 4300 series laser printers, 18K page yield, black. (Q1339A)	HEWQ1339A	HEWLETT PACK HEWLETT PACK HEWQ1339A	\$ 345.08	\$ 216.34	each	EA	1	1	1-2 BUSINESS
16-0977	HP Toner 45A	Toner for HP LaserJet M4345 series multifunction printers, No. 45A, 16K page yield, black. (Q545A)	HEWQ545A	HEWLETT PACK HEWLETT PACK HEWQ545A	\$ 345.08	\$ 216.34	each	EA	1	1	1-2 BUSINESS
16-0978	HP Toner 29X	Toner for HP LaserJet 5000/5100 series laser printers, 10K page yield, black. (C4129X)	HEWC4129X	HEWLETT PACK HEWLETT PACK HEWC4129X	\$ 319.01	\$ 200.97	each	EA	1	1	1-2 BUSINESS
16-0979	HP Toner 43X	Toner for HP LaserJet 9000 series laser printers, 30K page yield, black. (C543X)	HEWC8543X	HEWLETT PACK HEWLETT PACK HEWC8543X	\$ 424.81	\$ 264.81	each	EA	1	1	1-2 BUSINESS
16-0980	HP Toner 36A	Toner for HP LaserJet P1505 laser printers, 2K page yield, black. (C8436A)	HEWC8436A	HEWLETT PACK HEWLETT PACK HEWC8436A	\$ 107.95	\$ 67.29	each	EA	1	1	1-2 BUSINESS
16-0981	HP Toner 53X	Toner for HP LaserJet P2015 series laser printers/ M2727 multifunction printers, 7K page yield, black. (Q7553X)	HEWQ7553X	HEWLETT PACK HEWLETT PACK HEWQ7553X	\$ 251.83	\$ 157.89	each	EA	1	1	1-2 BUSINESS
16-0982	HP Toner 53X	Toner for HP LaserJet P2015 series laser printers/ M2727 multifunction printers, 14K page yield, 20K9, black. (Q7553XD)	HEWQ7553XD	HEWLETT PACK HEWLETT PACK HEWQ7553XD	\$ 451.16	\$ 284.23	pkg	EX	2	1	1-2 BUSINESS

16-0983	HP Toner 54X	Toner for HP LaserJet 4-4015 P451 series laser printers, No. 64K, 24K page yield, black. (CC524X)	HEWC364X	HEWLETT PACK HEWLETT PACK HEWCC364X	\$ 424.51	\$ 265.14	each	EA	1	1	1-2 BUSINESS
16-0984	HP Toner 641A	Toner for HP Color LaserJet 4600 series (laser printers, 9K page yield, black. (C5720A)	HEWC9720A	HEWLETT PACK HEWLETT PACK HEWC9720A	\$ 301.90	\$ 189.27	each	EA	1	1	1-2 BUSINESS
16-0985	HP Toner 641A	Toner for HP Color LaserJet 4600 series (laser printers, 8K page yield, cyan. (C5721A)	HEWC9721A	HEWLETT PACK HEWLETT PACK HEWC9721A	\$ 409.04	\$ 256.45	each	EA	1	1	1-2 BUSINESS
16-0986	HP Toner 641A	Toner for HP Color LaserJet 4600 series (laser printers, 8K page yield, magenta. (C5723A)	HEWC9723A	HEWLETT PACK HEWLETT PACK HEWC9723A	\$ 409.04	\$ 256.45	each	EA	1	1	1-2 BUSINESS
16-0987	HP Toner 641A	Toner for HP Color LaserJet 4600 series (laser printers, 8K page yield, yellow. (C5722A)	HEWC9722A	HEWLETT PACK HEWLETT PACK HEWC9722A	\$ 409.04	\$ 256.45	each	EA	1	1	1-2 BUSINESS
16-0988	HP Toner 643A	Toner for HP Color LaserJet 4700 series (laser printers, 11K page yield, black. (Q5950A)	HEWQ5950A	HEWLETT PACK HEWLETT PACK HEWQ5950A	\$ 301.33	\$ 187.82	each	EA	1	1	1-2 BUSINESS
16-0989	HP Toner 643A	Toner for HP Color LaserJet 4700 series (laser printers, 10K page yield, (Q5951A)	HEWQ5951A	HEWLETT PACK HEWLETT PACK HEWQ5951A	\$ 428.47	\$ 268.60	each	EA	1	1	1-2 BUSINESS
16-0990	HP Toner 643A	Toner for HP Color LaserJet 4700 series (laser printers, 10K page yield, (Q5953A)	HEWQ5953A	HEWLETT PACK HEWLETT PACK HEWQ5953A	\$ 428.47	\$ 268.60	each	EA	1	1	1-2 BUSINESS
16-0991	HP Toner 643A	Toner for HP Color LaserJet 4700 series (laser printers, 10K page yield, yellow. (Q5952A)	HEWQ5952A	HEWLETT PACK HEWLETT PACK HEWQ5952A	\$ 428.47	\$ 268.60	each	EA	1	1	1-2 BUSINESS

16-0962	HP Toner 125A	Toner for HP Color LaserJet CP1516ni series laser printers/ CM1312ni multifunction printers. 2.2K page yield, black. (CB540A)	HEWCBS540A	HEWLETT PACK HEWLETT PACK HEWCBS540A	\$ 109.15	\$ 68.43	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0993	HP Toner 125A	Toner for HP Color LaserJet CP1518ni series laser printers/ CM1312ni multifunction printers. 1.4K page yield, cyan. (CB541A)	HEWCBS541A	HEWLETT PACK HEWLETT PACK HEWCBS541A	\$ 100.32	\$ 62.90	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0994	HP Toner 125A	Toner for HP Color LaserJet CP1518ni series laser printers/ CM1312ni multifunction printers. 1.4K page yield, magenta. (CB543A)	HEWCBS543A	HEWLETT PACK HEWLETT PACK HEWCBS543A	\$ 100.32	\$ 62.90	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0995	HP Toner 125A	Toner for HP Color LaserJet CP1518ni series laser printers/ CM1312ni multifunction printers. 1.4K page yield, yellow. (CB542A)	HEWCBS542A	HEWLETT PACK HEWLETT PACK HEWCBS542A	\$ 100.32	\$ 62.90	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0996	HP Toner 304A	Toner for HP Color LaserJet CP2025 series laser printers/ CM2320 series multifunction printers. 3.5K page yield, black. (CC530A)	HEWCC530A	HEWLETT PACK HEWLETT PACK HEWCC530A	\$ 170.79	\$ 106.45	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-0997	HP Toner 304A	Toner for HP Color LaserJet CP2025 series laser printers/ CM2320 series multifunction printers. 2.0K page yield, cyan. (CC531A)	HEWCC531A	HEWLETT PACK HEWLETT PACK HEWCC531A	\$ 168.34	\$ 104.92	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-0998	HP Toner 304A	Toner for HP Color LaserJet CP2025 series/ CM2320 series multifunction printers, 2.8K page yield, magenta. (CC533A)	HEWCC533A	HEWLETT PACK HEWLETT PACK HEWCC533A	\$ 168.34	\$ 104.92	each	EA	1	1	1-2 BUSINESS
16-0999	HP Toner 304A	Toner for HP Color LaserJet CP2025 series/ CM2320 series multifunction printers, 2.8K page yield, yellow. (CC532A)	HEWCC532A	HEWLETT PACK HEWLETT PACK HEWCC532A	\$ 168.34	\$ 104.92	each	EA	1	1	1-2 BUSINESS
16-1000	HP Toner 504X	Toner for HP Color LaserJet CP5525 series/ laser printers/ CM3530 series multifunction printers, 10.5K page yield, black. (CE250X)	HEWCE250X	HEWLETT PACK HEWLETT PACK HEWCE250X	\$ 271.38	\$ 170.18	each	EA	1	1	1-2 BUSINESS
16-1001	HP Toner 504A	Toner for HP Color LaserJet CP5525 series/ laser printers/ CM3530 series multifunction printers, 7.5K page yield, gray. (CE251A)	HEWCE251A	HEWLETT PACK HEWLETT PACK HEWCE251A	\$ 367.24	\$ 230.26	each	EA	1	1	1-2 BUSINESS
16-1002	HP Toner 504A	Toner for HP Color LaserJet CP5525 series/ laser printers/ CM3530 series multifunction printers, 7K page yield, magenta. (CE253A)	HEWCE253A	HEWLETT PACK HEWLETT PACK HEWCE253A	\$ 367.24	\$ 230.26	each	EA	1	1	1-2 BUSINESS
16-1003	HP Toner 504A	Toner for HP Color LaserJet CP5525 series/ laser printers/ CM3530 series multifunction printers, 7K page yield, yellow. (CE252A)	HEWCE252A	HEWLETT PACK HEWLETT PACK HEWCE252A	\$ 367.24	\$ 230.26	each	EA	1	1	1-2 BUSINESS

16-1004	HP Toner Collection Unit	Toner collection unit for HP Color LaserJet CP8525 series laser printers/ CM3530 series multifunction printers, 36K page yield, (CE354A)	HEWCE354A	HEWLETT PACK HEWLETT PACK	HEWCE354A	\$ 15.00	\$ 12.37	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1005	HP Toner 823A	Toner for HP Color LaserJet CP8015 laser printers, 15K page yield, black, (CB380A)	HEWCB380A	HEWLETT PACK HEWLETT PACK	HEWCB380A	\$ 313.87	\$ 198.02	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1006	HP Toner 824A	Toner for HP Color LaserJet CP8015 laser printers, 2.1K page yield, cyan, magenta, (CB381A)	HEWCB381A	HEWLETT PACK HEWLETT PACK	HEWCB381A	\$ 491.34	\$ 309.99	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1007	HP Toner 824A	Toner for HP Color LaserJet CP8015 laser printers, 2.1K page yield, magenta, (CB383A)	HEWCB383A	HEWLETT PACK HEWLETT PACK	HEWCB383A	\$ 491.34	\$ 309.99	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1008	HP Toner 824A	Toner for HP Color LaserJet CP8015 laser printers, 2.1K page yield, yellow, (CB382A)	HEWCB382A	HEWLETT PACK HEWLETT PACK	HEWCB382A	\$ 491.34	\$ 309.99	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1009	Image Drum 824A	Image drum for HP Color LaserJet CP8015 laser printers, 35K page yield, black, (CE392A)	HEWCB384A	HEWLETT PACK HEWLETT PACK	HEWCB384A	\$ 181.23	\$ 114.34	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1010	Image Drum 824A	Image drum for HP Color LaserJet CP8015 laser printers, 35K page yield, cyan, (CE395A)	HEWCB385A	HEWLETT PACK HEWLETT PACK	HEWCB385A	\$ 510.44	\$ 330.91	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1011	Image Drum 824A	Image drum for HP Color LaserJet CP8015 laser printers, 35K page yield, magenta, (CE397A)	HEWCB387A	HEWLETT PACK HEWLETT PACK	HEWCB387A	\$ 510.44	\$ 330.91	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-1012	Image Drum CB386A	Image drum for HP Color LaserJet CP5015 laser printers, 35K page yield, yellow. (CR386A)	HEWCB386A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCB386A	\$ 510.44	\$ 330.91	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1013	HP Toner 649X	Toner for HP Color LaserJet CP4525/ CP4540 series printers, 17K page yield, black. (CE260X)	HEWC260X	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE260X	\$ 346.74	\$ 220.02	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1014	HP Toner 648A	Toner for HP Color LaserJet CP4025/ CP4525/ CP4540 series printers, 11K page yield, cyan. (CE261A)	HEWC261A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE261A	\$ 389.62	\$ 250.57	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1015	HP Toner 648A	Toner for HP Color LaserJet CP4025/ CP4525/ CP4540 series printers, 11K page yield, magenta. (CE263A)	HEWC263A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE263A	\$ 399.62	\$ 250.57	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1015	HP Toner 648A	Toner for HP Color LaserJet CP4025/ CP4525/ CP4540 series printers, 11K page yield, yellow. (CE262A)	HEWC262A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE262A	\$ 398.62	\$ 250.57	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1017	HP Toner 645A	Toner for HP Color LaserJet CP4025/ CP4525/ CP4540 series printers, 11K page yield, cyan. (CE252A)	HEWC252A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE252A	\$ 418.59	\$ 262.44	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1018	HP Toner 645A	Toner for HP Color LaserJet CP4025/ CP4525/ CP4540 series printers, 11K page yield, magenta. (CE253A)	HEWC253A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE253A	\$ 587.01	\$ 365.89	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1019	HP Toner 645A	Toner for HP Color LaserJet CP4025/ CP4525/ CP4540 series printers, 11K page yield, yellow. (CE254A)	HEWC254A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE254A	\$ 587.01	\$ 365.89	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1020	HP Toner 645A	Toner for HP Color LaserJet CM4540 series multifunction printers, 17K page yield, black. (CE264X)	HEWC264X	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCE264X	\$ 280.60	\$ 177.22	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1021	HP Toner 646X	Toner for HP Color LaserJet CM4540 series multifunction printers, 17K page yield, cyan. (CF031A)	HEWC031A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCF031A	\$ 350.98	\$ 221.36	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1022	HP Toner 646A	Toner for HP Color LaserJet CM4540 series multifunction printers, 12.5K page yield, cyan. (CF031A)	HEWC031A	HEWLETT PACK <sup>H</sup> EWLETT PACK <sup>H</sup> EWCF031A	\$ 350.98	\$ 221.36	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-1023	HP Toner 646A	Toner for HP Color LaserJet CM4540 series multifunction printers, 12.5K page yield, yellow (CF032A)	HEWCF032A	HEWLETT PACK HEWLETT PACK	HEWCF032A	\$ 350.86	\$ 221.36	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1024	HP Toner 646A	Toner for HP Color LaserJet CM4540 series multifunction printers, 12.5K page yield, magenta (CE032A)	HEWCF033A	HEWLETT PACK HEWLETT PACK	HEWCF033A	\$ 350.86	\$ 221.36	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1025	HP Toner 51A	Toner for HP LaserJet M305 MFP, black (Q7551A)	HEWQ7551A	HEWLETT PACK HEWLETT PACK	HEWQ7551A	\$ 195.84	\$ 125.29	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1026	HP Toner 90A	Toner for HP LaserJet M455f MFP, m602, m603, standard yield, black (CE380A)	HEWCE380A	HEWLETT PACK HEWLETT PACK	HEWCE380A	\$ 238.50	\$ 159.16	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1027	HP Toner 90X	Toner for HP LaserJet M455f MFP, m602, m603, high yield, black (CE380X)	HEWCE390X	HEWLETT PACK HEWLETT PACK	HEWCE390X	\$ 398.56	\$ 249.90	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1028	HP Toner 504A	Toner for Color LaserJet CM3530 MFP, standard yield, black (CE250A)	HEWCE250A	HEWLETT PACK HEWLETT PACK	HEWCE250A	\$ 187.04	\$ 117.27	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1029	HP Toner 55A	Toner for LaserJet P3015n, standard yield, black (CE255A)	HEWCE255A	HEWLETT PACK HEWLETT PACK	HEWCE255A	\$ 202.46	\$ 126.21	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1030	HP Toner 55X	Toner for LaserJet P3015n, high capacity yield, black (CE255X)	HEWCE255X	HEWLETT PACK HEWLETT PACK	HEWCE255X	\$ 314.82	\$ 197.40	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1031	HP Toner 55K	Toner for LaserJet P3015n, high capacity yield, dual cartridge, black (CE255XD)	HEWCE255XD	HEWLETT PACK HEWLETT PACK	HEWCE255XD	\$ 566.57	\$ 355.25	pkg	BX	2	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1032	HP Toner 05A	Toner for LaserJet P2055dn, standard yield, black (CE552A)	HEWCE552A	HEWLETT PACK HEWLETT PACK	HEWCE552A	\$ 122.73	\$ 81.92	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1033	HP Toner 78A	Toner for LaserJet Pro M606dn, standard yield, black (CE278A)	HEWCE278A	HEWLETT PACK HEWLETT PACK	HEWCE278A	\$ 108.65	\$ 72.53	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-1034	HP Toner 78A	Toner for LaserJet Pro 1600dn, standard yield, dual cartridge, black (CE278D)	HEWCE278D	HEWLETT PACKHEWLETT PACKHEWCE278D	\$ 195.04	\$ 122.29	each	EX	2	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1035	HP Toner 507X	Toner for Color LaserJet M551n, high yield, black (CE400X)	HEWCE400X	HEWLETT PACKHEWLETT PACKHEWCE400X	\$ 276.66	\$ 174.33	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1036	HP Toner 507A	Toner for Color LaserJet M551n, standard yield, black (CE400A)	HEWCE400A	HEWLETT PACKHEWLETT PACKHEWCE400A	\$ 205.64	\$ 128.93	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1037	HP Toner 507A	Toner for Color LaserJet M551n, cyan (CE401A)	HEWCE401A	HEWLETT PACKHEWLETT PACKHEWCE401A	\$ 306.34	\$ 192.08	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1038	HP Toner 507A	Toner for Color LaserJet M551n, yellow (CE402A)	HEWCE402A	HEWLETT PACKHEWLETT PACKHEWCE402A	\$ 306.34	\$ 192.08	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1039	HP Toner 507A	Toner for Color LaserJet M551n, magenta (CE403A)	HEWCE403A	HEWLETT PACKHEWLETT PACKHEWCE403A	\$ 306.34	\$ 192.08	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1040	HP Toner 305A	Toner for Color LaserJet M451nw, standard yield, black (CE410A)	HEWCE410A	HEWLETT PACKHEWLETT PACKHEWCE410A	\$ 116.07	\$ 72.80	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1041	HP Toner 305X	Toner for Color LaserJet M451nw, high yield, black (CE410X)	HEWCE410X	HEWLETT PACKHEWLETT PACKHEWCE410X	\$ 142.57	\$ 89.41	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1042	HP Toner 305A	Toner for Color LaserJet M451nw, cyan (CE411A)	HEWCE411A	HEWLETT PACKHEWLETT PACKHEWCE411A	\$ 165.36	\$ 103.09	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1043	HP Toner 305A	Toner for Color LaserJet M451nw, yellow (CE412A)	HEWCE412A	HEWLETT PACKHEWLETT PACKHEWCE412A	\$ 165.36	\$ 103.09	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1044	HP Toner 305A	Toner for Color LaserJet M451nw, magenta (CE413A)	HEWCE413A	HEWLETT PACKHEWLETT PACKHEWCE413A	\$ 165.36	\$ 103.09	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1045	HP Toner 64A	Toner for LaserJet P4015n/P4515n, standard yield, black (CC364Ai)	HEWCC364A	HEWLETT PACKHEWLETT PACKHEWCC364A	\$ 238.60	\$ 143.70	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1046	HP Toner 64X	Toner for LaserJet P4015n/P4515n, high yield, dual cartridge, black (CC364XD)	HEWCC364XD	HEWLETT PACKHEWLETT PACKHEWCC364XD	\$ 764.11	\$ 479.07	pkg	EX	2	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-1047	HP Toner 85A	Toner for LaserJet P1102W, standard yield, black. (CE285A)	HEWCE285A	HEWLETT PACKHEWLETT PACKHEWCE285A	\$ 94.87	\$ 63.34	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1048	HP Toner	Toner for HP LaserJet Pro 200 M201dw, standard capacity. (CF283A)	HEWCF283A	HEWLETT PACKHEWLETT PACKHEWCF283A	\$ 88.62	\$ 55.91	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1049	HP Toner	Toner for HP LaserJet Pro 200 M201dw, high capacity. (CF283X)	HEWCF283X	HEWLETT PACKHEWLETT PACKHEWCF283X	\$ 110.24	\$ 69.56	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1050	HP Toner 131A	Toner for HP Color LaserJet Pro MFP M476, standard yield, black. (CF210A)	HEWCF210A	HEWLETT PACKHEWLETT PACKHEWCF210A	\$ 94.34	\$ 59.53	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1051	HP Toner 131X	Toner for HP Color LaserJet Pro MFP M476, high yield, black. (CF210X)	HEWCF210X	HEWLETT PACKHEWLETT PACKHEWCF210X	\$ 119.78	\$ 75.37	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1052	HP Toner 131A	Toner for HP Color LaserJet Pro MFP M476, standard yield, black. (CF211A)	HEWCF211A	HEWLETT PACKHEWLETT PACKHEWCF211A	\$ 116.19	\$ 74.57	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1053	HP Toner 131A	Toner for HP Color LaserJet Pro MFP M476, standard yield, magenta. (CF212A)	HEWCF212A	HEWLETT PACKHEWLETT PACKHEWCF212A	\$ 116.19	\$ 74.57	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1054	HP Toner 131A	Toner for HP Color LaserJet Pro MFP M476, standard yield, yellow. (CF213A)	HEWCF213A	HEWLETT PACKHEWLETT PACKHEWCF213A	\$ 118.19	\$ 74.57	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1055	HP Toner 655A	Toner for HP Color LaserJet Enterprise 600 MFP, standard yield, black. (CF20A)	HEWCF320A	HEWLETT PACKHEWLETT PACKHEWCF320A	\$ 289.00	\$ 179.90	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1056	HP Toner 655X	Toner for HP Color LaserJet Enterprise 600 MFP, high yield, black. (CF20X)	HEWCF320X	HEWLETT PACKHEWLETT PACKHEWCF320X	\$ 324.50	\$ 226.38	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1057	HP Toner 652A	Toner for HP Color LaserJet Enterprise 600 MFP, standard yield, cyan. (CF321A)	HEWCF321A	HEWLETT PACKHEWLETT PACKHEWCF321A	\$ 437.00	\$ 304.86	each	EA	1	1	1-2 BUSINESS SOLUTIONS

16-1058	HP Toner 652A	Toner for HP Color LaserJet Enterprise 680 MFP, standard yield, magenta. (CF322A)	HEWCF322A	HEWLETT PACK HEWLETT PACK HEWCF322A	\$ 437.00	\$ 304.86	each	EA	1	1	1-2 BUSINESS	
16-1059	HP Toner 652A	Toner for HP Color LaserJet Enterprise 680 MFP, standard yield, yellow. (CF323A)	HEWCF323A	HEWLETT PACK HEWLETT PACK HEWCF323A	\$ 437.00	\$ 304.86	each	EA	1	1	1-2 BUSINESS	
<b>RULERS, COMPASSES AND PROTRACTORS: COMPASSES</b>												
16-1060	Compass	Compass, safety no-point design, draws circles 1/4" to 10" diameter in 1/16" increments, straight edge sides calibrated with inch/metric rulers, plastic.	LRNLER45761	LEARNING RESC LEARNING RESC LRNLER45761	\$ 1.99	\$ 1.69	each	EA	1	1	1-2 BUSINESS	
16-1061	Compass	Compass, ball bearing, metal, short point, standard and metric scales, draws circles up to 12" in diameter.	LEO80365	CHARLES LEON CLI	LEO80365	\$ 21.60	\$ 13.53	doz	EA	1	1-2 BUSINESS	
16-1062	Compass	Compass, ball bearing, metal, long point, standard and metric scales, circles up to 12" in diameter.	LEO77360	CHARLES LEON CLI	LEO77360	\$ 6.99	\$ 6.44	doz	DZ	12	1	1-2 BUSINESS
16-1063	Compass	Compass, plastic, rounded metal tip, ribbed gripping surfaces, inch and metric scales. (Wasco)	ACM14373	ACME UNITED ACME UNITED	ACM14373	\$ 5.45	\$ 2.53	each	EA	1	1	1-2 BUSINESS
16-1064	Compass	Compass, safety up, easy grip knob, standard and metric scales, (Staedler)	STD557SCBK46	STAEDTLER STAEDTLER	STD557SCBK46	\$ 3.00	\$ 1.67	each	EA	1	1	1-2 BUSINESS
16-1065	Compass Replacement Pencils	Compass replacement pencils, non-toxic, 144/pk.	ITA30980	INTEGRA	INTGRA	\$ 30.35	\$ 6.26	box	BX	144	1	1-2 BUSINESS
<b>RULERS, COMPASSES AND PROTRACTORS: PROTRACTORS</b>												
16-1067	Protractor	Protractor, metal, 4", 360deg.	LEO77410	CHARLES LEON CLI	LEO77410	\$ 27.00	\$ 12.20	pkg	BX	36	1	1-2 BUSINESS

16-1068	Protractor	Protractor, clear plastic, multi-use, sets up and uses 30, 45, 60 and 90 angles, plotting to 180 left to right and right to left, 3-7/8" at base, transparent, 12/box.	CHARLES LEON CLJ LEO77104	CHARLES LEON CLJ LEO77104	\$ 7.80	\$ 3.04	box	BX	12	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1069	Protractor	Protractor, clear plastic, 4", standard and metric rules at base.	CHARLES LEON CLJ LEO77410	CHARLES LEON CLJ LEO77410	\$ 9.00	\$ 4.07	dz	BX	36	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1070	Protractor	Protractor, clear plastic, 6" base, standard and metric rulers at base, scaled in both directions - measures angles from left or right, lower scale reads right, upper scale reads left, opening angles, operating angles.	CHARLES LEON CLJ LEO77106	CHARLES LEON CLJ LEO77106	\$ 106.98	\$ 2.52	dz	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1071	Protractor	Protractor, 6", assorted colors (no color choice), lower scale reads right, opening angles and upper scale reads left, operating angles, 180 degree.	CHARLES LEON CLJ LEO80600	CHARLES LEON CLJ LEO80600	\$ 1.00	\$ 0.60	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
<b>RULERS, COMPASSES AND PROTRACTORS: RULERS</b>												GLOBAL OFFICE SOLUTIONS
16-1073	Ruler 12"	Ruler, 12", plastic, with binder holes, 1/16" increments on one side, metric on the other, assorted colors.	ACM10526	WESTCOTT ACM10526	\$ 0.80	\$ 0.28	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1074	Ruler 12"	Ruler, 12", clear plastic, flat, 17/8" and millimeter scales, 10/pkg.	SPR01488	BUSINESS SOURCE SPR01488	\$ 5.80	\$ 4.20	pkg	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS
16-1075	Ruler 12"	Ruler, 12", clear flexible plastic, flat, 11/16" and millimeter scales.	BSN32359	BUSINESS SOURCE BSN32359	\$ 3.19	\$ 0.78	each	EA	1	1	1-2 BUSINESS	GLOBAL OFFICE SOLUTIONS

16-1076 Ruler 12"	Ruler, 12", wood with a clear lacquer finish and a single metal edge, 1-1/8" wide and 5/32" thick, double bevel, 1/16" and millimeter scales.	ACME UNITED	WESTCOTT	ACM10702	\$ 0.60	\$ 0.28	each	EA	1	1	1-2 BUSINESS	
16-1077 Ruler 12"	Ruler, 12", machined with brass edge, plain edge, double bevel, 1/16" and millimeter scales.	BSN32366	BUSINESS SOURCE	BSN32360	\$ 2.09	\$ 0.64	each	EA	1	1	1-2 BUSINESS	
16-1078 Ruler 12"	Ruler, 12", wood, single bevel edge, 1/16" scale.	ACME UNITED	WESTCOTT	ACM10702	\$ 0.60	\$ 0.28	each	EA	1	1	1-2 BUSINESS	
16-1082 Yardstick	Yardstick, wood, plain ends, 1/8" scale.	ACME UNITED	WESTCOTT	ACM10425	\$ 5.55	\$ 2.45	each	EA	1	1	1-2 BUSINESS	
16-1083 Meterstick	Meterstick, wood, plain ends, millimeter scale.	ACME UNITED	WESTCOTT	ACM10431	\$ 52.20	\$ 1.98	each	EA	1	1	1-2 BUSINESS	
16-1084 Ruler 12"	Ruler, 12", inches and metric, plastic, assorted colors.	ACM10526	ACME UNITED	WESTCOTT	ACM10526	\$ 0.80	\$ 0.28	each	EA	1	1	1-2 BUSINESS
16-1085 Tape Measure	Tape Measure, fiberglass, retractable, 10' feet.	BOSS30485	AMAX INC.	STANLEY	BOSS30485	\$ 10.19	\$ 5.20	each	EA	1	1	1-2 BUSINESS
<b>SELF-STICK REMOVABLE NOTES AND FLAGS: FLAGS</b>												
16-1086 Post-it Flags	Post-it flags, 1/2" wide, 1 dispenser, each of red, blue, yellow and green, 35 flags/Dispenser.	3M	POST-IT	MMMB634	\$ 7.20	\$ 3.43	pkg	PK	35	1	1-2 BUSINESS	
<b>SELF-STICK REMOVABLE NOTES AND FLAGS</b>												
16-1087 Self-stick Removable Notes	Self-stick removable notes, 1-1/2" x 1", yellow, 12/pkg.	BSN35610	BUSINESS SOURCE	BSN36610	\$ 8.55	\$ 1.06	pkg	PK	12	1	1-2 BUSINESS	
16-1088 Self-stick Removable Notes	Self-stick removable notes, BSN36612	BUSINESS SOURCE	BUSINESS SOURCE	BSN36612	\$ 19.89	\$ 2.08	pkg	PK	12	1	1-2 BUSINESS	
16-1089 Self-stick Removable Notes	Self-stick removable notes, 3" x 5", yellow, 12/pkg.	BSN36613	BUSINESS SOURCE	BUSINESS SOURCE	\$ 26.52	\$ 3.80	pkg	PK	12	1	1-2 BUSINESS	

16-1050	Self-stick Removable Notes	Self-stick removable notes, 1-1/2" x 2", yellow, 12/pkg.	BSN3610	BUSINESS SOUFBUSINESS SOUFBNSN36610	\$ 8.55	\$ 1.06	pkg	PK	12	1	1-2 BUSINESS SOLUTIONS
16-1091	Self-stick Removable Notes	Self-stick removable notes, 3" x 3", yellow, 12/pkg.	BSN36612	BUSINESS SOUFBUSINESS SOUFBNSN36612	\$ 19.89	\$ 2.08	pkg	PK	12	1	1-2 BUSINESS SOLUTIONS
16-1092	Self-stick Removable Notes	Self-stick removable notes, 3" x 3", assorted colors, 12/pkg	MMM654AST	POST-IT MMM654AST	\$ 24.33	\$ 12.01	pkg	PK	12	1	1-2 BUSINESS SOLUTIONS
16-1093	Self-stick Removable Notes	Self-stick removable notes, 3" x 5", yellow, 12/pkg.	BSN36613	BUSINESS SOUFBUSINESS SOUFBNSN36613	\$ 26.52	\$ 3.80	pkg	PK	12	1	1-2 BUSINESS SOLUTIONS
16-1094	Self-stick Removable Notes	Self-stick removable notes, 4" x 6", yellow.	MMM659YWW	POST-IT MMM659YWW	\$ 3.85	\$ 1.90	pad	PK	12	1	1-2 BUSINESS SOLUTIONS
16-1095	Self-stick Removable Notes	Self-stick removable notes, 4" x 6", ruled, 4" x 6", yellow.	MMM660YWW	POST-IT MMM660YWW	\$ 4.03	\$ 1.84	pad	PK	12	1	1-2 BUSINESS SOLUTIONS
16-1096	Self-stick Removable Notes	Self-stick removable notes, 3" x 3" cube, assorted colors.	MMM2027RCR	POST-IT MMM2027RCR	\$ 9.15	\$ 4.62	each	PD	1	1	1-2 BUSINESS SOLUTIONS
<b>TAPE AND TAPE DISPENSERS: BOOK</b>											
16-1097	Book Tape	Book tape, 1-1/2" x 5 yd.	MMM845112	SCOTCH MMM845112	\$ 7.48	\$ 1.69	roll	RL	1	1	1-2 BUSINESS SOLUTIONS
16-1098	Book Tape	Book tape, 2" x 15 yd.	MMM8452	SCOTCH MMM8452	\$ 9.90	\$ 4.89	roll	RL	1	1	1-2 BUSINESS SOLUTIONS
16-1099	Book Tape	Book tape, 3" x 15 yd.	MMM8453	SCOTCH MMM8453	\$ 15.10	\$ 7.46	roll	RL	1	1	1-2 BUSINESS SOLUTIONS
16-1100	Book Tape	Book tape, 4" x 15 yd.	MMM8454	SCOTCH MMM8454	\$ 19.90	\$ 9.26	roll	RL	1	1	1-2 BUSINESS SOLUTIONS
16-1101	Book Tape	Book tape, 3" core, 2 each 1-1/2", 4 each 2", and 2 each 3" x 5 yard rolls, assorted sizes, 8/pk.	MMM845VP	SCOTCH MMM845VP	\$ 74.86	\$ 34.81	pkg	PK	6	1	1-2 BUSINESS SOLUTIONS
<b>TAPE AND TAPE DISPENSERS: DISPENSERS</b>											
16-1102	Tape Dispenser	Tape dispenser, 1" core, 1/2 or 3/4" tape, black.	BSN32954	BUSINESS SOUFBUSINESS SOUFBNSN32954	\$ 8.49	\$ 1.18	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1103	Tape Dispenser	Hand held dispenser for 3/4" ~ 26 yd.	MMMH127	SCOTCH MMMH127	\$ 1.43	\$ 0.69	each	EA	1	1	1-2 BUSINESS SOLUTIONS
16-1104	Tape Dispenser: Duct	Duct tape, 2" x 30 yd, silver, roll.	MMM1130A	SCOTCH MMM1130A	\$ 6.55	\$ 3.45	roll	RL	1	1	1-2 BUSINESS SOLUTIONS
16-1105	Duct Tape	Duct tape, 2" x 60 yd, silver, roll.	SPR41881	SPARCO SPR41881	\$ 15.95	\$ 8.57	roll	RL	1	1	1-2 BUSINESS SOLUTIONS

16-1106	Duct Tape	Duct tape, 2"x30 yd, colors, patterns, roll.	DUC1265014RL	SHURTECH DUCK	DUC1265014RL	\$ 7.39	\$ 3.31	roll	RL	1	1	1-2 Business Solutions
16-1107	Duct Tape	Duct tape, 2"x60 yd, patterns, roll.	DUC1398132RL	SHURTECH DUCK	DUC1398132RL	\$ 7.39	\$ 3.31	roll	RL	1	1	1-2 Business Solutions
16-1108	Duct Tape	Duct tape, 2"x30 yd, silver, pkgs.	MMM1130A	SCOTCH	MMM1130A	\$ 157.20	\$ 82.80	pkgs	CT	24	1	1-2 Business Solutions
16-1109	Duct Tape	Duct tape, 2"x60 yd, silver, pkgs.	SPR41881	SPARCO	SPR41881	\$ 287.10	\$ 154.25	pkgs	CT	18	1	1-2 Business Solutions
16-1110	Duct Tape	Duct tape, 2"x30 yd, colors, patterns, pkgs.	DUC1265014RL	SHURTECH DUCK	DUC1265014RL	\$ 44.34	\$ 19.86	pkgs	PK	6	1	1-2 Business Solutions
16-1111	Duct Tape	Duct tape, 2"x50 yd, patterns, pkgs.	DUC1398132RL	SHURTECH DUCK	DUC1398132RL	\$ 44.34	\$ 19.86	pkgs	PK	6	1	1-2 Business Solutions
<b>TAPE AND TAPE DISPENSERS: HIGHLIGHTER</b>												
16-1112	Highlighted/Noole Tape	Wide highlighter tape, 1/2", three-line, 393", yellow.	LEE13475	LEE PRODUCTS LEE13475		\$ 3.88	\$ 1.91	roll	EA	1	1	1-2 Business Solutions
<b>TAPE AND TAPE DISPENSERS: INVISIBLE</b>												
16-1113	Invisible Tape	Tape, invisible, 1/2"x36yd, 1" core.	MMM6200121295M	HIGHLAND	MMM6200121295	\$ 1.89	\$ 0.61	roll	RL	1	1	1-2 Business Solutions
16-1114	Invisible Tape	Tape, invisible, 3/4"x5yc, 1" core.	MMMB6200341295M	HIGHLAND	MMMB6200341295	\$ 2.54	\$ 0.88	roll	RL	1	1	1-2 Business Solutions
<b>TAPE AND TAPE DISPENSERS: INVISIBLE, SCOTCH 010</b>												
16-1115	Invisible Tape	Tape, invisible, 1/2"x36 yd, 1" core.	MMMB10121296	SCOTCH	MMMB10121296	\$ 3.75	\$ 1.85	roll	RL	1	1	1-2 Business Solutions
16-1116	Invisible Tape	Tape, invisible, 3/4"x6 yd, 1" core.	MMMB10341296	SCOTCH	MMMB10341296	\$ 4.88	\$ 2.41	roll	RL	1	1	1-2 Business Solutions
16-1117	Invisible Tape	Tape, invisible, 3/4"x1000", 1" core, 100g.	MMMB810P10K	SCOTCH	MMMB810P10K	\$ 40.48	\$ 19.51	pkgs	PK	10	1	1-2 Business Solutions
16-1118	Invisible Tape	Tape, invisible, 3/4"x1000", 1" core, 190g.	MMMB810K16	SCOTCH	MMMB810K16	\$ 65.05	\$ 29.75	pkgs	PK	16	1	1-2 Business Solutions
<b>TAPE AND TAPE DISPENSERS: INVISIBLE, SCOTCH MAGIC</b>												
16-1119	Invisible Tape	Tape, invisible, 1/2"x50" with disposable dispenser.	MMMM104	SCOTCH	MMMM104	\$ 2.20	\$ 1.05	each	RL	1	1	1-2 Business Solutions
16-1120	Invisible Tape	Tape, invisible, 3/4"x300" with dispenser.	MMMM105	SCOTCH	MMMM105	\$ 2.20	\$ 1.05	each	RL	1	1	1-2 Business Solutions
<b>TAPE AND TAPE DISPENSERS: MASKING</b>												
16-1121	Masking Tape	Tape, masking, 1/2"x60 yd.	BSN16472	BUSINESS SOUF BUSINESS SOUF BSN16472		\$ 2.26	\$ 0.78	roll	RL	1	1	1-2 Business Solutions
16-1122	Masking Tape	Tape, masking, 3/4"x60 yd.	BSN16460	BUSINESS SOUF BUSINESS SOUF BSN16460		\$ 2.57	\$ 0.98	roll	RL	1	1	1-2 Business Solutions
16-1123	Masking Tape	Tape, masking, 1"x60 yd.	BSN16461	BUSINESS SOUF BUSINESS SOUF BSN16461		\$ 3.36	\$ 1.28	roll	RL	1	1	1-2 Business Solutions
16-1124	Masking Tape	Tape, masking, 1/2"x60 yd.	MMMB260036A	HIGHLAND	MMMB260036A	\$ 5.09	\$ 2.34	roll	RL	1	1	1-2 Business Solutions

16-1125 Masking Tape		Tape, masking, 2" x50 yd.	BSN16462	BUSINESS SOURCE BUSINESS SOUFBNSN16462	\$	6.86	\$	2.52	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>TAPE AND TAPE DISPENSERS: MASKING, SCOTCH</b>													
16-1103 Masking Tape		Tape, masking, 1/2"x50 yd.	BSN16472	BUSINESS SOURCE BUSINESS SOUFBNSN16472	\$	2.26	\$	0.78	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-1104 Masking Tape		Tape, masking, 3/4"x50 yd.	BSN16460	BUSINESS SOURCE BUSINESS SOUFBNSN16460	\$	2.57	\$	0.98	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-1105 Masking Tape		Tape, masking, 1"x50 yd.	BSN16461	BUSINESS SOURCE BUSINESS SOUFBNSN16461	\$	3.36	\$	1.26	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-1106 Masking Tape		Tape, masking, 2"x50 yd.	BSN16462	BUSINESS SOURCE BUSINESS SOUFBNSN16462	\$	6.88	\$	2.52	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-1107 Masking Tape		Tape, masking, 3"x50 yd.	MMM2323X60	HIGHLAND MMMH2323X60	\$	48.28	\$	25.78	roll	EA	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>TAPE AND TAPE DISPENSERS: PACKING/STRAPPING</b>													
16-1108 Packing Tape		Packing tape, polyester film backing, 3" core, 1.88" x54.7 yds., clear.	BSN32951	BUSINESS SOURCE BUSINESS SOUFBNSN32951	\$	2.28	\$	0.97	roll	PK	6	1	1-2 BUSINESS SOLUTIONS
16-1109 Packing Tape		Packing tape, polyester film backing, 3" core, 1.88" x54.7 yds., clear, 6/pk	BSN32951	BUSINESS SOURCE BUSINESS SOUFBNSN32951	\$	13.70	\$	5.84	pkg	PK	6	1	1-2 BUSINESS SOLUTIONS
<b>TAPE AND TAPE DISPENSERS: TRANSPARENT</b>													
16-1110 Transparent Tape		Tape, 1/2"x36 yd., 1" core	MMM59101212963M	HIGHLAND MMMH5910121296	\$	1.40	\$	0.48	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-1111 Transparent Tape		Tape, 3/4"x36 yd., 1" core	MMM59103412963M	HIGHLAND MMMH5910341296	\$	2.03	\$	0.70	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
<b>TAPE AND TAPE DISPENSERS: TRANSPARENT, SCOTCH 600</b>													
16-1112 Transparent Tape		Tape, 1/2"x36 yd., 1" core	MMM6001212963M	SCOTCH MMMH600121296	\$	3.13	\$	1.45	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS
16-1113 Transparent Tape		Tape, 3/4"x36 yd., 1" core	MMM6003412963M	SCOTCH MMMH600341296	\$	4.23	\$	1.97	roll	RL	1	1	1-2 BUSINESS OFFICE SOLUTIONS

**THE CHARTER OF WAYNE COUNTY - EQUIPMENT RESPONSE FORM (FINAL)**

Vendor Name: **GLOBAL OFFICE SOLUTIONS**

BID ITEM NO.	PRODUCT NAME	MODEL	MFN	BRAND	ORDER NO.	RESELLER	HIGHLIGHT SPECIFICATION	LIST PRICE	WAYNE CO. ITEM PRICE	UNIT OF MEASURE	MINIMUM ORDER	DELIVERY (DAYS ARO)	VENDOR NAME
16-2065	Surge Suppressor	CCS25102	COMPUCESS	COMPUCESS	CCS25102		Surge suppression strip, six outlets, 850 joule, cord, \$20,000 lifetime insurance coverage.	\$ 13.59	\$ 8.99	each	1	1-2 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2066	Surge Suppressor	CCS25102	COMPUCESS	COMPUCESS	CCS25102		Surge suppression strip, six outlets, 1200 joule, UL 330V standard, LED protection indicator, 6' cord, \$50,000 lifetime insurance coverage.	\$ 13.59	\$ 8.99	each	1	1-2 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2067	Surge Suppressor	CCS25134	COMPUCESS	COMPUCESS	CCS25134		Surge suppression strip, ten outlets, 2300 joule, UL 330V standard, LED ground protection indicators, 8' cord, \$150,000 lifetime insurance coverage.	\$ 41.79	\$ 35.22	each	1	1-2 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2081	Office Furniture Catalog Discount						18% to 58% With a 14% Cost Floor	With a 14% Cost Floor	18% to 58% With a 14% Cost Floor	%	%		GLOBAL OFFICE SOLUTIONS
16-2082	Classroom Furniture Catalog Dis						18% to 58% With a 14% Cost Floor	With a 14% Cost Floor	18% to 58% With a 14% Cost Floor	%	%		GLOBAL OFFICE SOLUTIONS
16-2083	Stackable Chair	2012	Virco	2000 Series	2012		Chair, 11-1/2" seat height, stackable, one-piece shell, polypropylene seat and back with steel frame and nylon glides. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 22.50	\$ 8.64	each	4	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2084	Stackable Chair	2014	Virco	2000 Series	2014		Chair, 13-1/2" seat height, stackable, one-piece shell, polypropylene seat and back with steel frame and nylon glides. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 22.50	\$ 8.64	each	4	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS

16-2085	Stackable Chair	2016	Virco	2000 Series	2016	Chair, 15-17" seat height, stackable, one-piece shell, polypropylene seat and back with steel frame and nylon glides. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 25.75	\$ 9.89	each	4	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2086	Stackable Chair	2018	Virco	2000 Series	2018	Chair, 17-17" seat height, stackable, one-piece shell, polypropylene seat and back with steel frame and nylon glides. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 27.00	\$ 10.37	each	4	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2087	Stackable Chair	2016	Virco	2000 Series	2018	Chair, 18-17" seat height, stackable, one-piece shell, polypropylene seat and back with steel frame and nylon glides. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 27.00	\$ 10.37	each	4	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
<b>Manufacturer Use Accessories Worksheet for CPU tower holder, power strip, casters, etc.</b>												
16-2088	Computer Table	683060ADJ	Virco	6800 Series	683060ADJ	Computer table, arc-welded steel, 60" x 30", with two grommets, 24-32" adjustable height legs with glides. Includes hinged cord bin and modesty panel. 10-year warranty. Specify finishes available and part numbers in "Accessories included" column.	\$ 325.50	\$ 105.26	each	2	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2089	Computer Table	683072ADJ	Virco	6800 Series	683072ADJ	Computer table, arc-welded steel, 72" x 30", with two grommets, 24-32" adjustable height legs with glides. Includes hinged cord bin and modesty panel. 10-year warranty. Specify finishes available and part numbers in "Accessories included" column.	\$ 350.50	\$ 125.04	each	2	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2090	Desk Chair Combo	3400BRM	Virco	3000 Series	3400BRM	Desk-chair combination with bookrack, 17-17" seat height, separate plastic seat and back with steel frame and nylon glides. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 235.00	\$ 90.27	each	2	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2091	Lift Lid Desk	751MBB	Virco	751 Series	751MBB	Desk, lift lid, 18-24", adjustable height 22"-25", laminate top with steel frame. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 173.00	\$ 66.46	each	2	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS
16-2092	Lift Lid Desk	751MBBM	Virco	751 Series	751MBBM	Desk, lift lid, 18-24", adjustable height 22"-25", plastic top with steel frame. Specify finishes available and part numbers in "Accessories included" column. 15-year warranty.	\$ 198.00	\$ 76.06	each	2	10-14 BUSINESS DAYS	GLOBAL OFFICE SOLUTIONS

		20% to 78% With a 12% Cost Floor		20% to 78% With a 12% Cost Floor	
		20% to 78% With a 12% Cost Floor		20% to 78% With a 12% Cost Floor	
16-2083	General Catalog Discount				

GLOBAL OFFICE  
SOLUTIONS

Percentage off items not specifically listed on this response form. The catalog may be from a national wholesaler or be your company's catalog. Enter percentage or range of percentages in "WAYNE CoPo-Bid Price" column, manufacturer(s) in "Manufacturer" column, and catalog name, URL and date in "Reseller Order Number" column.

16-2083



**Global Office Solutions**  
**Ammended Price Submittal**  
**11/21/2016**

PROD#	PROD DESC	VENDOR	UOM	GOVT PRICE	Ammended WAYNECoPro+ Price
Q2612A	TONER Q2612A 12A BLK	HP	EA		\$ 66.92 *
CF280A	TONER 80A BLACK TONER CARTRIDGE	HP	EA		\$ 89.15 *
CE278A	TONER CE278A 78A BLK	HP	EA		\$ 70.06 *
CE390A	TONER 90A BLACK TONER CARTRIDGE	HP	EA		\$ 153.74 *
CB436A	TONER CB436A 36A BLK	HP	EA		\$ 66.55 *
CF280XD	TONER 80X BLK LJ TONER CTRDGE	HP	EA		\$ 276.36 *
CC364A	TONER CC364A 64A BLK (OEM)	HP	EA		\$ 147.09 *
Q5942A	TONER Q5942A 42A BLK	HP	EA		\$ 158.59 *
CE505X	TONER CE505X 05X BLK	HP	EA		\$ 138.84 *
C4096A	TONER C4096A 96A BLK	HP	EA		\$ 121.32 *
GB64X	TONER 64X TNR HY	HP	EA		\$ 101.32
CE390XD	TONER 90X BLACK DUAL TONER CRTG	HP	EA		\$ 450.27 *
CF280X	TONER 80X BLACK TONER CARTRIDGE	HP	EA		\$ 153.48 *
CE278D	TONER CE278D 78A BLK DUAL	HP	PK		\$ 120.96 *
CF325X	TONER 25X BLACK LASERJET TONER	HP	EA		\$ 248.50 *
C9730A	TONER CLR LJ 5500 TONER-BLACK	HP	EA		\$ 259.59 *
C8543X	TONER BLACK EACH	HP	EA		\$ 261.93 *
CE260A	TONER CE260A BLACK	HP	EA		\$ 138.35 *
CE255A	TONER CE255A 55A BLK	HP	EA		\$ 124.84 *
C9732A	TONER CLR LJ 5500 TONER-YELLOW	HP	EA		\$ 361.91 *
C9731A	TONER CLR LJ 5500 TONER-CYAN	HP	EA		\$ 361.91 *
CE401A	TONER 507A CE401A CYN	HP	EA		\$ 189.99 *
CE263A	TONER CE263A MAGENTA	HP	EA		\$ 247.85 *
CE262A	TONER CE262A YELLOW	HP	EA		\$ 247.85 *
CE261A	TONER CE261A CYAN	HP	EA		\$ 247.85 *
C9733A	TONER BLACK CC364X	HP	EA		\$ 361.91 *
OM05763	TONER 90X MICR TONER HY	HP	EA		\$ 165.28
MCR90AM	TONER 90A MICR	HP	EA		\$ 117.92
CTGHPQ2429AR	TONER 90A MICR TONER	HP	EA		\$ 117.92
C9722A	MAINTENCE kit TONER LJ4200 0473	HP	KT		\$ 253.66 *
Q7551XD	TONER C9722A YLW	HP	EA		\$ 375.34 *
OM06365	TONER Q7551X DUAL PACK	HP	PK		\$ 113.75
MCR90XM	TONER 5500 BLACK, CYAN, MAGENTA, YELLOW	HP	EA		\$ 165.28
K4L15UTABA	TONER 90X MICR TONER HY	HP	EA		\$ 165.28
GB4025M	TONER 640 G1	HP	EA		\$ 45.69
CF386ABGJ	TONER CE263A ALL COLORS	HP	EA		\$ 247.85
CF381AC	TONER CLR LJ PRO MFP M476DN	HP	EA		\$ 105.75 *
CE410XD	TONER CF340A 304A TRI-PACK	HP	PK		\$ 162.71
C4935A	MAINT KIT KIT TONER 0473	HP	EA		\$ 225.49 *

\* These Items are quoted as OEM.

PROD#	PROD DESC	VENDOR	UOM	GOVT PRICE	Ammended WAYNECoPro+ Price
GOSCOPYL	Paper, 20#, white, 92 TAPPI brightness, 8-1/2"x11", 500 she	MILL	RM		\$ 2.88
GOSCOPYL	Paper, 20#, white, 92 TAPPI brightness, 8-1/2"x11", 500 she	MILL	CT		\$ 28.75
GOSCOPYLPLT	Paper, 20#, white, 92 TAPPI brightness, 8-1/2"x11", 500 she	MILL	SKD		\$ 1,122.00
GOSCOPYL	Paper, 20#, white, 92 TAPPI brightness, 8-1/2"x11", 500 she	MILL	TRKLD		\$ 21,000.00
GOSCOPYC	Paper, 20#, white, 92 TAPPI brightness, 8-1/2"x14", 500 she	MILL	SKD		\$ 1,198.50



**Warren C. Evans**

*County Executive*

**APPENDIX C – CONSORTIUM AGREEMENT**



**Warren C. Evans**  
*County Executive*

#### **APPENDIX C - Consortium Agreement & Terms**

**OFFICE SUPPLIES AND EQUIPMENT CONTRACT ADDITIONS  
REQUEST FOR PROPOSAL (RFP) CONTROL NO. 37-16-083  
Contract Term: One 3-Year Contract; Two 2-Year Options to Extend**

The Purchasing Division, on behalf of the County of Wayne (County), in compliance with the County's Procurement Ordinance, solicited proposals for the office supplies and equipment in a consortium model contract with Wayne County as "Lead Agency". Wayne County Purchasing has now completed proposal evaluations for the above-referenced Request for Proposal (RFP).

#### **GLOBAL OFFICE SOLUTION, INC.**

##### **Cooperative Purchasing Consortium**

The Office Supplies and Equipment RFP Control No. 37-16-083 resulting Contract number (# \_\_\_\_\_), was competitively bid and awarded. The Purchasing Director, in accordance to Section 120-181, is sponsoring an agreement for Office Supplies and Equipment that has been designated has a cooperative contract. Global Office Supplies, Inc. contract awardee has agreed to extend their pricing to local municipalities, school districts and units of government within and outside of Wayne County.

##### **Administrative Fees**

An administrative fee of 1.5% will be collected from Global Office Solutions, Inc. on a quarterly basis. The fee will be calculated against the quarterly sales volume for all purchases made under this agreement. A request for Quarterly Sales Report will be sent out from M.A.C. (Michigan Association of Counties). M.A.C. is the CoPro+ consortium administrator.

All administrative fees collected under the CoPro+ consortium will be distributed between M.A.C., Wayne County and CoPro+ members that place a sales order against this Master Agreement.

##### **RFP Price Additions**

An administrative fee of 1.5% will be collected from Global Office Solutions, Inc. on a quarterly basis on Employee Purchase Program.  
Supplies Proposal Pricing for Toner and Paper: Awarded: Desktop Delivery, Lower Pricing on Toner and Paper; Consortium Option; and Employee Purchase (see Appendix A and B for complete Proposal and pricing sheets of discounts, products, of services)

RFP Proposed Sales Tiers Rebate:

Tier	Rebate %
\$500,000 - \$1,000,000	0.50%
\$1,000,001 - \$2,000,000	1.00%
\$2,000,001 - \$3,000,000	1.75%
Greater Than \$3,000,000	2.50%

➤ Accounts Must Pay On-time and in Good Standing to Earn Volume Incentive Rebate

➤ Credit Card or P-Card Purchases are Excluded from Rebate Consideration

SIGNATURE

The County and the Contractor, by their authorized officers and representatives have executed this Contract.

GLOBAL OFFICE SOLUTIONS, INC.

By:

Its: PRESIDENT

Date: 1/23/2017

3716083  
1/23/17

WAYNE COUNTY PURCHASING, 500 GRISWOLD, 21<sup>st</sup> FLOOR, DETROIT MICHIGAN 48226-2831  
Telephone 313-224-5151 Facsimile 313-967-1259



**Warren C. Evans**  
*County Executive*

**APPENDIX D – REQUEST FOR PROPOSAL (RFP)**

## THE CHARTER COUNTY OF WAYNE, MICHIGAN

### REQUEST FOR PROPOSALS FOR OFFICE/SCHOOL SUPPLIES AND EQUIPMENT

#### CONTROL NO. 37-14-083

Issue Date:	Friday, June 3, 2016
Pre-Proposal Question Deadline:	Friday, June 17, 2016, 4:00 p.m. E.D.T.
Proposal Deadline:	Friday, July 1, 2016, 1:00 p.m. E.D.T.
Proposal Submission Format:	<input checked="" type="checkbox"/> Hard Copy Submissions Accepted Charter County of Wayne Purchasing Division 500 Griswold, 15 <sup>th</sup> Floor Detroit, Michigan 48226
Purchasing Contact:	<b>Monica D. Jackson, MBA, CPPB</b> Department Administrator Wayne County Procurement Division Phone: 313-224-7065, Fax: 313-967-1259 <a href="mailto:mjackson@waynecounty.com">mjackson@waynecounty.com</a>
	<b>Laura Grainger</b> Wayne County Strategic Sourcing Team Wayne County Procurement Division Phone: (313) 224-5151 Fax: (313) 967-1259 <a href="mailto:procurement@waynecounty.com">procurement@waynecounty.com</a>

**Description:** The County of Wayne is requesting proposals for OFFICE/SCHOOL SUPPLIES AND EQUIPMENT. Through this Request for Proposals (RFP), the Charter County of Wayne (County), hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to establish a Master contract for Wayne County as the Lead Agency to be extended to other eligible agencies in a cooperative consortium.



Warren C. Evans  
County Executive

A copy of this RFP can be obtained from the Michigan Inter-governmental Trade Network (MITN) website at <http://www.mitn.info>. Until the expiration date of this solicitation, it is incumbent upon the Respondent to check the website for additional information and/or addenda. RFPs can also be obtained from the Wayne County Purchasing Division, 500 Griswold, 15<sup>th</sup> Floor Detroit, Michigan 48226-2831. If you have any questions, please call (313) 224-5151.

Written questions regarding the substance of the RFP or scope of services must be submitted via e-mail to the purchasing contact listed above no later than the Pre-Proposal Question Deadline indicated above. Sealed Proposals are due prior to the Proposal Deadline indicated above and must be delivered to the Purchasing Division via the method(s) indicated above. Late proposals will not be accepted – NO EXCEPTIONS.

## TABLE OF CONTENTS

SECTION 1 - INSTRUCTIONS .....	3
SECTION 2 - SPECIFICATIONS AND SCOPE OF WORK .....	8
SECTION 3 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS .....	15
SECTION 4 – SAMPLE FORM OF CONTRACT .....	21
SECTION 5 - REQUIRED FORMS .....	35

ATTACHMENT A – PRICING SHEET - SUPPLIES

ATTACHMENT B – PRICING SHEET - EQUIPMENT

## SECTION 1 - INSTRUCTIONS

- 1) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contacts with the County personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

A violation of this provision is cause for the County to reject the Proposer's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this RFP. No contact regarding this document with other County employees is permitted.
- 2) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the County. If a Proposer finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. The County is not responsible for oral representations. All questions must be submitted in writing to the Purchasing Contact only before the Pre-Proposal Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
- 3) **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Proposal Deadline at the discretion of the County. It is the Proposer's responsibility to periodically check the MITN WEBSITE until the posted Proposal Deadline to obtain any issued addenda.
- 4) **PRE-PROPOSAL MEETING:** Not Applicable in lieu of all text in the body of this section.
- 5) **PROPOSAL SUBMISSION:** To be considered, the proposal must be prepared in the manner and detail specified in this proposal.
  - a. Proposals must be submitted to the Wayne County Purchasing Division at the location indicated on the cover of this document, before the date and time indicated as the deadline. It is each Proposer's responsibility to insure that the Purchasing Division receives its proposal prior to the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 4:30 p.m. local time, Monday through Friday, except for observed holidays.
  - b. Proposals received after the above deadline will not be accepted and will be returned to the Proposer unopened. The Purchasing Division's timestamp shall be the official time.

- c. The opening of a proposal does not constitute the County's acceptance of the Proposer as a responsive and responsible Proposer.
- d. Unless this RFP indicates online Proposals may be submitted, Proposals must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the following: Project name, Control Number, Deadline date and time, and Respondent's name, address, phone, fax, and contact name.
- e. Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP and specifications and terms of the Form of Contract, and the County's Procurement Ordinance and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- f. All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the proposal must initial corrections in ink.
- g. Proposals sent by telegraph, facsimile, or other electronic means will not be considered.
- h. All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the County.
- i. Proposals are subject to public disclosure after the deadline for opening in accordance with state law under the Freedom of Information Act (FOIA).

**6) PROPOSAL GUARANTEE:** Not Applicable.

**7) PROPOSAL SIGNATURES:** An authorized official must sign the proposal. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the County if the Proposer is determined to be the most responsive and responsible Proposer.

**8) CONTRACT AWARD:** The County reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. The County may waive informalities if it is in the County's interest. The Proposer to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract, and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. All proposals must be for a firm fixed price unless modified. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommended award, then the County may recommend the next most responsive and responsible Proposer. Award of this proposal is contingent upon the availability of funds for this project, within the sole discretion of the County. Acceptance of the Proposer's proposal does not constitute a binding contract. There is no contract until the County's policies have been fulfilled. The County is not liable for performance costs until the successful Proposer has been given a fully executed contract. Failure to accept the terms and conditions of the County's Standard Contract may deem the Proposer non-responsive.

- 9) **PROPOSAL MODIFICATIONS:** Clarifications, modifications, or amendments to any proposal that has been submitted, but prior to the proposal Deadline Date, may be made only within the discretion and written approval of the Purchasing Director.
- 10) **DUPLICATE PROPOSALS:** No more than one (1) proposal from any Proposer, including its subsidiaries, affiliated companies and franchisees will be considered by the County. In the event multiple proposals are submitted in violation of this provision, the County will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.
- 11) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the Deadline date set for the opening of proposal. No proposal may be withdrawn after the deadline for submission.
- 12) **REJECTION:** The County reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the Purchasing Director or designee that the best interest of the County will be served by doing so. The County may reject any proposal from any person, firm or corporation in arrears or in default to the County on any contract, debt, or other obligation, or if the Proposer is debarred by the County from consideration for a contract award, or if Proposer has committed a violation of the ethics or anti-kickback provisions of the County's Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
- 13) **PROCUREMENT POLICY:** Procurement for the County will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the County. The Chief Executive Officer has the vested authority to execute all County contracts, subject to Commission approval where required.
- 14) **COMPLIANCE WITH LAWS:** The Proposer must comply with all federal, state, and local laws and policies including, but not limited to:
  - i. The provisions of the Wayne County Procurement Ordinance governing "Ethics in Public Contracting", as applicable to contractors, being Article 12 of Chapter 120, and Contractor agrees to provide all required disclosures;
  - ii. The Michigan Civil Rights Act;
  - iii. The Persons with Disabilities Act;
  - iv. The Age Discrimination Act;
  - v. Section 504 of the Rehabilitation Act;
  - vi. The Fair Employment Practices of the Equal Contracting Opportunities Ordinances.
- 15) **NON-DISCRIMINATION:** Wayne County will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Proposer must comply with all federal, state and local laws and policies that prohibit discrimination in employment contracts. The anti-discrimination

policies of the Wayne County Procurement Ordinance, Article XI of Chapter 120 of the Wayne County Code, are incorporated into County contracts. The Proposer must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.

- 16) **NO PROPOSAL RESPONSE:** Businesses who receive this RFP but who do not submit a proposal should return a notice stating the reason(s) for not responding. Failure to return this may result in removal of the business' name from all bidder lists.
- 17) **CONTRACT NEGOTIATION:** All proposals must be firm for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommended award, then the County may recommend the next most responsive and responsible Proposer. There is no contract until the County's policies have been fulfilled.
- 18) **DISQUALIFICATION OF RESPONDENTS:** Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:
  - a. Evidence of collusion among Proposers.
  - b. Lack of competency as revealed by either financial, experience, or equipment statements.
  - c. Lack of responsibility as shown by past work.
  - d. Uncompleted work under other contracts which, in the judgment of the County, might hinder or prevent the prompt completion of additional work if awarded.
- 19) **DISCUSSIONS:** Discussions may be conducted with responsible Proposers, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Proposers who submit Proposals determined to be reasonably susceptible of being elected for award, but Responses may be accepted without such discussions.

Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of Proposals. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Proposer shall reduce any substantial oral clarification of Proposals to writing.
- 20) **SUBCONTRACTORS:** In an effort to promote supplier diversity, Wayne County encourages Proposers to identify and include qualified disadvantaged businesses as subcontractors when proposing to provide products and services to the County.

Subcontractors (or their assignments) may not be changed without prior written approval by the County. The Contract will not be assignable to any other business entity without the County's approval. Proposers are encouraged to consider a joint venture.
- 21) **PROPOSER RESPONSIBILITIES:** The Proposer must be capable, either as a firm or a team, of providing all services as described under SECTION 2 – SCOPE OF WORK and to

maintain those capabilities until notification of the fact that their proposal was unsuccessful. Exclusion of any service for this proposal may serve as cause for rejection. The selected Proposer must remain capable of providing all services as described under SECTION 2 – SCOPE OF WORK and must maintain those capabilities until the agreement is successfully finished. The successful Proposer will be responsible for all Services in this proposal whether they are provided or performed by the Successful Proposer or Subcontractor(s). Further, the County will consider the Successful Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract. The Successful Proposer must identify all Subcontractors and the Services they provide. The Successful Proposer is responsible for all payments and liabilities of all Subcontractor(s).

The County reserves the right to approve or reject, in writing, any proposed Subcontractor. If the County rejects any proposed Subcontractor in writing, the Successful Proposer shall be responsible to assume the proposed Subcontractor's responsibilities. The Successful Proposer may propose another Subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the proposal or in the contract shall create or be construed as creating any contractual relationship between any Subcontractor and the County.

- 22) **COUNTY PARTICIPATION:** The County will provide appropriate personnel support for implementation of these agreements. The Proposer's proposal should identify County FTEs required and tasks to be performed by County personnel. For the purpose of contract administration, Wayne County will designate a person to serve as County Contract Manager. The County Contract Manager will serve as the primary liaison between the County and the Successful Proposer and will coordinate overall management and administration of the contract for the County.
- 23) **DISCLOSURE OF CONTENTS:** All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of the County and may be returned only at the County's option.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other County personnel or competing Proposer personnel shall be subject to disqualification.

Proposers shall not be provided any information about other proposals or prices or where the Proposer stands in relation to others at any time during the evaluation process. Any request for such information by a Proposer, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Proposer may be eliminated from further consideration.

## SECTION 2 - SPECIFICATIONS AND SCOPE OF WORK

**2.0 INTRODUCTION:** Through this Request for Proposals (RFP), The Charter County of Wayne (County), hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to establish a Master contract for Wayne County to be extended to other eligible agencies in a statewide cooperative consortium.

Wayne County, as the Lead Public Agency intends to make the resultant Master Agreement from this solicitation available to other eligible participating Michigan municipalities (local governments, county governments, school districts, colleges and universities), and agencies for the public benefit (Public Agency), through the Collaborative Procurement program. Wayne County is acting as the contracting agency for any other participating Public Agency that elects to utilize the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration as a participating Public Agency in the program.

The Contractor will supply office and school supplies to participating Public Agencies at the established Wayne County contract prices and terms to the extent applicable and where available. The Contractor invoices will be submitted to and paid by the participating public agency on a direct and individual basis.

Purpose of Master Agreement for Public Agency use will:

- A. Provide governmental agencies opportunities for greater efficiency in procuring goods and services;
- B. Take advantage of state-of-the-art purchasing procedures to insure the most competitive contracts; Provide competitive price and bulk purchasing for multiple government agencies that yields economic benefits unobtainable by the individual entity;
- C. Provide quick and efficient delivery of goods and services;
- D. Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves
- E. Help in assisting with use of best business practices
- F. Provide a relief of burden on the County monetarily and operationally by creating a process to obtain daily use business and school supplies and equipment by not having multiple bids for same, similar, or like items.

**2.1 MINIMUM QUALIFICATIONS:** To be considered for award recommendation the following minimum requirements are mandatory. Proposers will be deemed non-responsible and rejected without any further evaluation if they do not meet the following mandatory qualifications:

- A. Proposer must have three (3) year experience within the last five (5) years, with experience providing office and/or school supplies and equipment equivalent or similar to the requirements being requested through this proposal.
- B. Supplier will be required to receive, transmit, and report all order information
- C. Supplier will be required to present all awarded product information in online format displaying standard pricing and Wayne County Master Contract

discounted pricing for that will present technology requirements.

D. Provide reporting and approval levels by registered user, department, and customer entity by line item, SKU, reseller order number, assigned Wayne County item number.

## 2.2 SPECIFICATIONS

### A. Product Specifications and Reservation of Rights

All products being proposed by vendors shall be certified as new and unused. Please bid top-of-the-line products. Generics are not preferred. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school market are preferred. However, Wayne County and future cooperative purchasing will evaluate the merits of all Solicitations submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all Solicitations or portions of Solicitations with or without cause. Wayne County further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the low Proposer. Wayne County reserves the right to extend pricing to other eligible agencies, add or delete products from the Proposal, extend agreements, or change Vendors in order to best serve Wayne County. These changes will follow approved bidding laws. Wayne County extended purchasing consortium include the use of an "Eligible Agency" the option to purchase an individual product, multiple products, or the sum of groups of Products. Wayne County extended purchasing consortium reserves the right to request additional information from any or all Vendors. Wayne County extended purchasing consortium also reserves the right to select one or more Vendors to award the Proposal to under this RFP. In the event a Proposer's Proposal is accepted by Wayne County extended purchasing consortium and the Vendor asserts Exceptions, special considerations or conditions after acceptance, Wayne County and its extended in its sole and absolute discretion, reserves the right to reject the Proposal and award the Contract to another Proposer.

### B. Competition Promoted

The name of a model, manufacturer or brand in Wayne County extended purchasing consortium bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Brands and models specified are preferred. Contracts will be awarded to Enterprise-level manufacturers or reseller/representatives of Enterprise-level equipment. Wayne County extended purchasing consortium expects all supplies, materials, equipment or Products Bid by a Proposer to meet or exceed the Specifications set forth in this RFP. Further, it is Wayne County extended purchasing consortium intent that this RFP permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, material, equipment or Products requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Wayne County extended purchasing

consortium, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent Products/brands submitted by Proposer meet the Specifications contained in this RFP and possess equivalent and/or better qualities. It is the Proposer's responsibility to notify Wayne County extended purchasing consortium in writing if any Specifications or suggested comparable equivalent Products/brands require clarification by Wayne County extended purchasing consortium prior to the Due Date for Proposals.

**C. Deviations From Product Specifications**

Any and all deviations from product specifications must be noted on the Supplies Response Form in the applicable column. Product specification sheets and warranty information (where applicable), are to be submitted.

**2.3 PRODUCT CATEGORIES**

The product categories included in this RFP are office and school supplies and equipment with catalog discounts for purposes of volume aggregation and trending.

**2.4 SERVICE CAPABILITIES**

**A. Communication Plan/Contract Management**

Vendors shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**B. Primary Account Representative**

Vendors must identify by name and location the primary account representatives who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. This information shall be provided to Wayne County Purchasing.

**2.5 ORDER / DELIVERY / REPORTING / CUSTOMER SERVICE**

**A. Generally**

Vendors shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order.

The Vendor shall provide a state-wide toll-free phone number for phone orders. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

It is preferred that the Vendor have a Product Order Form and an accessible customer service department with an individual specifically assigned to the

Wayne County extended purchasing consortium. Customer inquiries should be responded to within 48 hours or two (2) business days.

**B. Ordering Process Capabilities**

Eligible Agencies will issue POs directly to the Vendor. Issuance and order placement by an Eligible Agency hereby executes Wayne County Master Contract extended purchasing consortium contract terms and conditions and supersedes other terms and conditions that conflict on the PO. Resulting orders are to be shipped and billed directly to customers ordering on behalf of their eligible agency organization. This includes the upper and lower State of Michigan areas.

**C. Multi-Point Orders**

Multi-point orders are orders placed with multiple ship-to locations. Failure to honor multi-point orders may result in cancellation of current contract and dropping the Vendor from future bids.

All Products furnished must be in conformity with the Specifications and will be subject to inspection and Product Acceptance by the individual Customers after delivery. The right is reserved to reject and return at the risk and expense of the Vendor such portion of any shipment, which may be defective or fails to comply with Specifications, without invalidating the remainder of the order.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**D. Delivery Capabilities/Options**

Vendors shall identify their delivery capabilities as part of the Proposal.

Special Delivery Options - Wayne County extended purchasing consortium is interested in both a standard delivery program and a quick-ship program. Please identify the delivery time(s) associated with delivery option(s), as well as any quantity and other limitations for the quick-ship option. Inside, dock, or drop shipping options.

Seasonal Deliveries: Deliveries that occur in the summer and observed holidays must be coordinated with each Customer at user setup into Vendor system. Many school customers are closed during the summer and during break periods that may consist of weeks or inclement weather. We suggest that, if schools do not include seasonal or summer shipping directions, the Vendor should contact them for clarification. This includes the upper and lower State of Michigan areas.

**E. Delivery Timeframes**

It is requested that all orders be delivered within 3-5 business days. If there are supplies and/or equipment or regions of the state that might require a longer delivery timeframe please denote on the item page, order and in the Pricing Schedule for the respective item.

Vendor must notify customers of any service interruptions or allocation restrictions within 48 hours or two business days of the vendor's notification from the manufacturer.

**F. Packaging Requirements**

It is a requirement that the Vendor provide commercial grade packaging capabilities. Paper and equipment shipments shall be palletized whenever possible.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**G. Reporting Capabilities**

Vendors are required to submit quarterly sales to Wayne County Purchasing for all sales utilizing Master Agreement by customer or ordering entity.

NOTE: AS PART OF YOUR PROPOSAL, DESCRIBE HOW YOUR COMPANY WILL HAVE CAPABILITY AND CAPACITY TO MEET THE REQUIREMENTS OF THIS SECTION.

**H. Return Policy & Restocking Fees**

Your company's policy must be submitted as part of the proposal. Filing damage claims will be the Vendor's responsibility after notification by customer. We suggest that Vendors include instructions for Customers that detail return policies and processes and whom they need to contact transit-damaged items.

**I. Shipping Errors**

Vendor agrees that Products shipped in error will be returned at the expense of the Vendor. For example, if a Vendor ships a Product that was not ordered, it is the responsibility of the Vendor to pay for return mail or shipment, at the convenience of the Customer.

**2.6 PRICING**

A. Price Stability Guarantee - For the first twelve months of the Agreement, the Vendor must guarantee to provide the products at the proposed rates. The Vendor can propose price increases or decreases after the above stated time period with supporting documentation for the reason (i.e., manufacturer letter or market shifting for fuel and/or delivery).

B. Promotional Pricing

Proposer may offer promotional pricing for awarded products and/or services during the contract term. Upon promotion expiration, the pricing must return to previous item

price and remain in compliance with the Price Stability Guarantee.

C. Free On Board (F.O.B) - Delivered/Destination (Required)

Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders in excess of the minimum order amount. Delivery/Destination will consist of dock, street-level, and/or lift-gate delivery methods as determined by the ordering Customer.

D. Free On Board (F.O.B) - Delivered/Destination -Inside Delivery (Optional)

Prices shall be quoted "F.O.B. Delivered/Destination — Inside Delivery" to each Customer with transportation charges prepaid on all orders in excess of the minimum order amount. This option will require delivery inside the "Ship To" location as directed by the Customer. Vendors who offer this option shall indicate the cost of inside delivery on the Response Form.

E. Proposal Pricing

Proposal pricing must reflect Net 45 payment terms, including applicable F.O.B. Delivered/Destination shipping and handling charges. Vendors should offer the unit of measure closest to the bid specification with minimums being the minimum. Refer to Response for suggested package sizes.

Catalog discount pricing shall be based on a discount percentage from Education List Price/Government List Pricing. Percentage discount(s) shall not decrease for the contract term. Product pricing shall not increase for the contract term. Vendors have the option to provide high-volume spot buy pricing. Vendors who offer high-volume pricing may be evaluated more favorably than those who do not. Vendors should specify this discount option in the column specified on the response form(s).

F. Quantity Term

Vendor agrees to supply the complete quantity and Products that each Customer requires for the duration of the contract term.

G. Rebates and Special Promotional Capabilities

All vendors are encouraged to make manufacturer promotions, rebates and special pricing opportunities available with applicable dates of the promotion. Wayne County must approve promotional materials referring to the Wayne County Master Agreement prior to release. Guidelines for promotions:

1. Submit all promotions for approval
2. Identify the Wayne County item number
3. Identify the Wayne County awarded price
4. Identify the savings amount
5. Identify the final price
6. Specify the time period in which a purchase must be made

7. Provide the rebate form where applicable or link to the process.

**2.7 MARKETING/PROMOTIONAL CAPABILITIES**

The responsibility for marketing will be primary with the Vendor and in coordination with Wayne County, Lead Agency for Master Agreement. Proposal respondents must submit marketing plan with dates from contract implementation that includes all of the following:

- A. Transition / Implementation Plan
- B. Marketing Methodology (mail, email, website)
- C. Staff Servicing the Contract (include specific names, titles, locations and responsibilities)
- D. Tools and Resources (online ordering, comparison tools, webinars, videos). Provide the URL of a Wayne County-specific or similar site and provide a test user name and password if logging in is required to view the site.
- E. Marketing Materials (Attach examples) and any other value added items. All marketing materials are subject to Wayne County review and approval prior to release.
- F. Vendors will be required to receive and transmit all order information in .xls and .cxml.
- G. Vendors will be required to present all product information in electronic catalogs; Wayne County will assist with catalog and technology requirements.

**2.8 ADMINISTRATIVE FEE:** The Awarded Vendor(s) must collect an administrative fee on all eligible sales for office and school supplies and equipment transacted under contract including catalog discounts and remit the fee within 30 days after the end of each quarter. The remittance fee for this contract will be 1.5% on all sales. This assessment is utilized to provide for e-procurement platform for participating entities, and administrative cost to run the program. Please be sure to account for this fee in your proposal pricing.

**2.9 CONTRACT TERM:** The contract is for a term of two (2) years, with two (2) one (1) year renewal option(s) at the sole discretion of the County. It is anticipated that this contract will commence on August 1, 2016.

### SECTION 3 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

**3.0 EVALUATION:** Proposals received from eligible vendors will be evaluated by an Evaluation Committee comprising of Wayne County representatives. The following factors are considered in making the selection and will include a threshold of 70 points to be considered eligible for review by the Evaluation Committee:

Evaluation Criteria		Weight
<b>Requirements</b>		<b>25</b>
Company Qualifications & Experience		5
Prior Experience & Past Performance		5
Staffing		5
Financial Stability		5
<b>Order, Delivery &amp; Acceptance</b>		<b>Totals</b>
<b>Requirements</b>		<b>25</b>
Order Fulfillment Process & Methodology		10
Delivery Capabilities		10
Packaging and Shipping Methods		5
<b>Capacity and Ability to Provide Goods</b>		<b>Totals</b>
		20
Online Ordering & Tracking Capabilities		10
Contract Usage Reporting		5
Desire to do Business/Attitude and Impression		5
<b>Other Criteria</b>		<b>Totals</b>
<b>Marketing &amp; Outreach Programs</b>		<b>10</b>
Types of Programs		5
Outreach Methods		5
<b>Other</b>		<b>Totals</b>
<b>Pricing</b>		<b>30</b>

PRICING - POINTS AWARDED CALCULATION				
FORMULA	Price of Lowest Cost Proposal _____ X Available Points = Points Awarded			
	Price of Proposal Being Rated			
The points awarded for cost are combined with the total points awarded for the technical proposal to determine the awarded Vendor(s). Consideration threshold is 70 points.				

A. Each proposal submitted in response to this RFP shall focus on the above criteria. The Evaluation Committee also may consider past performance of the Proposer on other contracts with the County or other entities. Proposals will be evaluated equally and fairly; no preference will be given to any Proposer based solely on previous experience with the

County or to an incumbent thereof. The County reserves the right to make additional inquiries and may request the submission of additional information.

B. **COUNTY-BASED ENTERPRISE (AND OTHER) ADVANTAGE PROGRAMS:** Wayne County administers a program that gives a pricing advantage to businesses located within Wayne County that are County-Based Enterprises (CBE). Additional advantage is also given if the business is located within the 10 Targeted Growth Communities within Wayne County (Detroit, Ecorse, Hamtramck, Highland Park, Inkster, Melvindale, River Rouge, Romulus, Sumpter Township, and Taylor). The County shall apply credit up to 7% to the pricing points for Proposals submitted by certified County-Based Enterprises and 2% for TGCE. Wayne County also administers a Small Business program, an expanding business program, a Joint Venture program, a Mentor Venture program and a Veteran Enterprise program. Maximum allowable credit cannot exceed 10%. To receive the applicable credit for any program, the Proposer and all first tier subcontractors must submit their unexpired certificates with the Proposal. (NOTE: Most federal and state funded projects will not include the application of geographic advantages such as the CBE and TGCE in accordance with funding requirements.) If you are not certified, contact the office of Human Relations at (313) 224-5021, or visit their website at [www.waynecounty.com/vendormanagement.htm](http://www.waynecounty.com/vendormanagement.htm).

**2) GENERAL SUBMITTAL REQUIREMENTS:**

A. **NUMBER OF COPIES:** One original, plus four copies (five total) of the entire proposal must be submitted. The original must be marked "ORIGINAL". Each copy must be identical to the original. The Proposals must be in labeled 3 ring binders. In addition **an electronic copy of the complete Proposal must be submitted** on a CD, DVD or USB drive in PDF or Microsoft Office (.doc, .docx, .xls or .xlsx) formats.

B. **PROPOSAL FORMAT:** Each proposal should be prepared simply and economically. Responses shall include the requirements listed below and in the following section.

C. **PROPOSAL CONTENT:** The Proposer must include the following items, or the proposal may be deemed non-responsive and rejected without any further evaluation.

1. All forms contained or listed in Section 5 in this RFP, fully completed.
2. A copy of Proposer's latest audited, reviewed, or compiled financial statements (balance sheet, income statement, statement of cash flows, footnotes) prepared by an independent certified public accountant. If your company is not required by federal, state and local law, financial institutions, or company management to have audited, reviewed, or compiled financial statements prepared by an independent certified public accountant, you may submit an internally generated balance sheet and income statement instead.
3. Evidence showing that the Proposer meets each of the Minimum Qualifications listed in the Scope of Work of this RFP.
4. A complete response to each of the items in the next section, which are specific to the evaluation criteria.

**3) SUBMITTAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:**

- A. COMPANY INFORMATION/CAPABILITIES:** Indicate your company information and its capabilities that enable you to perform the Scope of Work contained in this RFP by completion of the Proposal, Pricing Sheet(s) and supporting documents.
- B. PRIOR EXPERIENCE/PAST PERFORMANCE:** Past performance and business experience with the Wayne County will be part of the evaluation and technical scoring for this section, including but not limited to:
  - 1. Contract Compliance
  - 2. Reporting
  - 3. Product and Pricing Update
  - 4. Communication

**C. STAFFING**

The Respondents must be able to provide adequate staff to properly service the Contract. Identify the key personnel by name and title that will be assigned to the Contract. As part of the Business Staffing Plan, discuss their primary responsibilities, and indicate where these personnel will be physically located during the Contract performance.

**D. FINANCIAL STABILITY**

In making an award decision, the Wayne County reserves the right to evaluate the financial stability of any Respondents. The Wayne County may seek financial information from the Respondents and from third parties. If the Wayne County determines in its sole discretion that contracting with a Respondents presents an unacceptable risk to the Wayne County and/or its Eligible Agencies, the Wayne County reserves the right to not award a Contract to that Respondents.

**E. DELIVERABLE REQUIREMENTS**

- 1. PRODUCT QUALITY**
  - a. Specifications
  - b. Packaging
  - c. Quality Assurance Program
  - d. Warranty/Service Technical Support
- 2. SERVICE CAPABILITIES**
  - a. Ordering Process and Customer Service
  - b. Post-Sale Service
  - c. Minimum Order Requirements
  - d. Reporting

- e. Marketing/Outreach for Wayne County
- 3. DELIVERY CAPABILITIES
  - a. Time Frames
  - b. Delivery Term
  - c. Order Fulfillment Rate
- 4. PRICING
  - a. Proposal Pricing
  - b. Proposal Offerings
  - c. Quantity Term
  - d. Rebates
- 5. PROMOTIONS
- 6. PROJECT PLAN/ MARKETING
  - a. Marketing Plan
  - b. Communication Plan
  - c. Value-Added Benefits/Resources
- 7. SAMPLES/MODELS/ PRODUCT EVALUATION: Prior to an award, Wayne County may require samples to evaluate quality and/or to ensure compliance with specification(s). Samples requested that require return will need a return call tag included. After award, Products under Contract are subject to compliance evaluation.
- 8. CLARIFICATIONS: If it is determined to be in the best interest of the Wayne County and/or if a Respondents proposal is unclear, the Wayne County may request a clarification from one or all Respondents. Wayne County will document, in writing, any clarification being requested and forward it to the affected Respondents. The process does not allow for changes, rather, it will simply clarify the Proposal submitted. Any resulting clarifications become part of the Respondents contract.
- 9. ORAL PRESENTATIONS/DEMOS: Respondents that submit Proposals may be required to make an oral presentation and/or demonstrate Products or submit samples in comparing products. The Wayne County will schedule these presentations, if required. Should a request for an oral presentation and/or demonstrate Products be made or sent as samples, Respondents must adhere to the requirements set forth in the invitation and respond to the request confirming receipt of communication.

**10. BEST AND FINAL OFFER (BAFO):** If the selection process described in the RFP does not lead to a viable award recommendation, or if significant deficiencies are identified, the Wayne County at its discretion may prepare a Deficiency Report and Clarification Request (DR/CR) for each proposal determined to be in the competitive range. Vendors will be allowed to respond in writing to the DR/CR with a Best and Final Offer (BAFO). The BAFO may include any changes to the original proposal to address the listed deficiencies, including alterations to the original cost proposal, to address correction of such deficiencies. The Best and Final Offers must be submitted by the deadline established by the Wayne County staff.

After reviewing the Best and Final Offers, Wayne County staff will re-evaluate the proposals using the original evaluation method. If an alteration to the originally published evaluation criteria is to be made, such changes in the criteria will be published to all Vendors as part of the issuance of the DR/CR's.

Respondents will NOT be provided with any information about other Proposals or prices, or where the Respondents stands in relation to others at any time during the evaluation process. Any request for such information will be viewed as a compromise to the stated evaluation process and the requesting Respondents may be eliminated from further consideration. Successful requests for Proposal information by a Respondents or an affiliated party before contract award may also result in disqualification from this RFP and debarment.

Respondents are cautioned to propose the best possible offer at the outset of the process, as there is no guarantee that any Respondents will be allowed an opportunity to submit a Best and Final Offer.

**F. EXPERIENCE AND QUALIFICATIONS**

1. Describe how you meet or exceed the minimum qualifications in the Scope of Work in this document.
2. Describe how you meet or exceed the preferred qualifications in the Scope of Work in this document. Remove if no preferred qualifications
3. Describe the experience (including years of experience) in providing similar contracts.
4. Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number. *If key personnel are to be proposed (see next item) you should add the following:* Clearly indicate for the projects which, if any, of the proposed key personnel worked on each.
5. Describe the experience and qualifications of key personnel.

**G. ORDER, DELIVERY AND ACCEPTANCE OF GOODS**

1. Submit a workflow or describe process on how Scope of Work can be achieved.
2. Submit a proposed timeline for implementation of Wayne County end user account set-up, approval levels, awarded item implementation.

**H. CAPACITY AND ABILITY TO PROVIDE GOODS**

1. Describe how your order fulfillment, tracking, delivery, and reporting online system operates in a single and multiple order transaction.
2. Attach screen prints showing how "user-friendly" the order placement, tracking, and reporting from your ecommerce system is.

**I. PRICING**

1. Complete the enclosed price sheet Attachment A for Supplies
2. Complete the attached price sheet Attachment B for Equipment.

**J. EVALUATION CREDITS**

1. Provide a County Based Enterprise, Targeted Growth Community Enterprise, or other Wayne County Advantage program certificate if you have one; otherwise it will not be considered during the evaluation.
- 4) **EXCEPTIONS:** Proposer shall clearly identify any proposed deviations from the language contained herein. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Proposer's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Proposer's proposal, the County will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected.
- 5) **SHORTLISTING:** The County may shortlist the Proposers based upon responses to the above items. If necessary, the County will conduct interviews/demonstrations. The County will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the evaluation committee and to clarify their proposals through exhibition and discussion. The County will not reimburse oral presentation costs of any Proposer.

**SECTION 4 –FORM OF CONTRACT**  
**PROFESSIONAL SERVICES CONTRACT**

**TABLE OF CONTENTS**

1.	PURPOSE.....	1
2.	ENGAGEMENT OF CONTRACTOR.....	1
3.	SCOPE OF SERVICE.....	1
4.	TERM OF CONTRACT.....	1
5.	DATA TO BE FURNISHED CONTRACTOR .....	1
6.	PERSONNEL .....	2
7.	ADMINISTRATION .....	2
8.	COMPENSATION.....	2
9.	METHOD OF PAYMENT .....	2
10.	RECORDS - ACCESS .....	3
11.	RELATIONSHIP OF PARTIES .....	3
12.	INSURANCE.....	3
13.	INDEMNIFICATION .....	5
14.	LIQUIDATED DAMAGES.....	5
15.	NOTICE OF MATERIAL CHANGES.....	6
16.	TERMINATION .....	6
17.	ETHICS IN CONTRACTING.....	7
18.	NON-DISCRIMINATION PRACTICES .....	8
19.	NOTICES .....	10
20.	JURISDICTION AND LAW.....	10
21.	CONFIDENTIAL INFORMATION .....	10
22.	COMPLIANCE WITH LAWS.....	10
23.	CHANGES IN SCOPE/SERVICE .....	11
24.	DEBARMENT AND SUSPENSION .....	11

25.	PROMPT PAYMENT .....	12
26.	SUBCONTRACTING AND ASSIGNMENT.....	12
27.	BANKRUPTCY OR INSOLVENCY.....	13
28.	COMPLIANCE WITH CONSENT AGREEMENT .....	13
29.	MISCELLANEOUS.....	14
30.	AUTHORIZATION AND CAPABILITY .....	14
31.	SIGNATURE .....	14
	 APPENDIX A Scope of Services.....	
	APPENDIX B Compensation.....	
	APPENDIX C List of Subcontractors.....	

**THIS CONTRACT** is between the County of Wayne, Michigan, a body corporate and Charter county, acting through \_\_\_\_\_ (the "County") and \_\_\_\_\_, a \_\_\_\_\_ corporation (the "Contractor").

**1. PURPOSE**

**1.01** The County is required to \_\_\_\_\_.

**1.02** The Contractor is experienced and able to perform technical and professional services. The Contractor desires to provide these services for the County's

**2. ENGAGEMENT OF CONTRACTOR**

**2.01** The County engages the Contractor and the Contractor agrees to faithfully and diligently perform the services according to the terms and conditions contained in this Contract and consistent with the standard of practice in the community.

**3. SCOPE OF SERVICE**

**3.01** The Contractor must perform the services described in Appendix A in a satisfactory manner, as determined within the discretion of the County. The Contractor warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is qualified to perform the Services in this Contract.

**3.02** If there is any dispute between the parties regarding the extent and character of the services to be performed, the interpretation and determination of the County governs.

**3.03** The services include all conferences and consultation deemed necessary by the County to properly and fully perform the services.

**3.04** All services are subject to review and approval of the County for completeness and fulfillment of the requirements of this Contract. Neither the County's review, approval, or payment for any of the services shall be construed to operate as a waiver of any rights under the Contract, and the Contractor shall be and remain liable in accordance with the applicable law for all damages to the County caused by the Contractor's negligent performance or nonperformance of any of the Services furnished under this Contract.

**3.05** The Contractor shall comply with section 120-50 of the Wayne County Procurement Ordinance. As required by section 120-50, the Contractor shall not commence performance under this Contract or accept payment for services provided under this Contract until:

- A. If this is a contract that requires approval of the Wayne County Commission, this Contract is approved by the Wayne County Board of Commissioners and executed by the Chief Executive Officer; or
- B. If this is a contract that does not require approval of the Wayne County Commission, this Contract is executed by the Chief Executive Officer or a purchase order is issued.

The Contractor shall not rely on representations of any person who purports to authorize performance or payment contrary to section 120-50. If the Contractor provides performance or accepts payment prior to approval and execution as required by section 120-50, it does so at its own risk, and, to the extent provided by law, the Contractor shall indemnify, defend, and hold harmless the County against any actual damages, costs, expenses and liability of any kind the County may sustain, incur or be required to pay arising out of the Contractor's provision of Services or acceptance of payment in violation of section 120-50. In the event the Contractor provides Services in violation of section 120-50, then, in addition to any other remedies awarded to the County, the County may retain the funds that would have been owed to the Contractor as compensation for those Services but for the provision of those Services in violation of section 120-50. In the event the Contractor violates section 120-50, it shall be liable for actual damages, costs, expenses and liability of any kind, which the County may sustain, incur or be required to pay arising out of the Contractor's violation of section 120-50, and may be debarred from further County contracts.

**4. TERM OF CONTRACT**

**4.01** This Contract begins on \_\_\_\_\_ and ends \_\_\_\_\_. The Contractor must expediently perform the services to achieve the objectives of this Contract. Upon written agreement, the parties may renew the contract for one year.

**5. DATA TO BE FURNISHED CONTRACTOR**

**5.01** Upon the request of the Contractor, without charge, the County must furnish copies of all information, data, reports, records, etc., that the County thinks is necessary to do the services. The Contractor is entitled to visit County offices and key facilities as approved by the County, during regular business hours to obtain the necessary data. The Contractor will schedule conferences at convenient times with key administrative personnel of the County to gather the information.

**6. PERSONNEL**

**6.01** To induce the County to enter into the Contract, the Contractor represents and warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is duly qualified to perform the services as set forth in the Contract. The execution of this Contract is within the Contractor's authorized powers, and is not in contravention of federal, state, or local law.

**6.02** The Contractor warrants that all employees of the Contractor assigned to the performance of the services are qualified and authorized to perform the services under the state and local laws and governing professional association rules where the employee is employed.

**6.03** Each employee must devote the time and professional ability as is necessary to most effectively and efficiently perform the services according to professional standards.

**6.04** Whenever an employee assigned to this Contract must be replaced for any reason, the Contractor must supply an acceptable replacement as soon as possible and agrees not to substitute a lower classified employee to perform the services without obtaining prior County approval in writing.

**6.05** Employees' daily working hours may be determined by the Contractor. When the employees are working in or about a County facility, Contractor agrees to adjust its employees' daily working hours to be the same as those worked by County employees working at the facility.

**7. ADMINISTRATION**

**7.01** The Contractor must inform the County as soon as the following types of conditions become known:  
A. Probable delays or adverse conditions which do or may materially prevent the meeting of the objectives of the Contract. The Contractor must accompany this disclosure with a statement of any remedial action taken or contemplated by it; and

B. Favorable developments or events which enable meeting time schedules or goals sooner than anticipated.

**7.02** The Contractor must regularly inform the County of its activities in connection with its duties and must keep the County informed of the status of any program. The Contractor is not required to perform in a manner materially in conflict with requirements imposed by any applicable law including any statute, county charter, ordinance, resolution or executive order.

**7.03** The Contractor shall have no authority in the name of the County to borrow money, commence or defend litigation, spend money, or enter into contracts except as otherwise provided in this Contract.

**8. COMPENSATION**

**8.01** The County agrees to pay the Contractor at the rates in Appendix B, attached. The compensation includes all remuneration to which the Contractor may be entitled. The County will not pay the Contractor for overtime, holiday or other premium charges or other benefits in addition to those stated in Appendix B. Maximum compensation shall not exceed \$\_\_\_\_\_.

**8.02** The Contractor must, upon reasonable notice, be available to participate in any proceeding, whether legal, administrative or otherwise, or in any internal County preparatory meetings for the proceeding, in order to assist the County in any matter relating to the purpose or outcome of this Contract. The County will compensate the Contractor under a separately negotiated agreement for any services rendered pursuant to this section.

**9. METHOD OF PAYMENT**

**9.01** The County will pay for the proper performance of the services, commensurate with the progress of the work as evidenced by the timely performance of the services, and after it receives an invoice for payment. The invoice must certify the total cost of the services rendered to the project to date and the cost of all services for that billing period; and must describe the services rendered. If the invoice also requests reimbursement or payment for reimbursable expenses, the appropriate receipts must be attached. The Contractor must sign the invoice and send it to the County for each calendar month. This section is limited by the provisions of Article 8 with regard to the amounts payable for performance.

**9.02** The Contractor must direct invoices to the attention of the individual specified in the Notice provisions, Article 19.

**9.03** The Contractor must submit as part of the invoices, monthly progress reports indicating the Contractor's activities during the month and being signed by an authorized officer of the Contractor.

**10. RECORDS - ACCESS**

**10.01** The Contractor must maintain complete books, ledgers, journals, accounts, or records in which it keeps all entries reflecting its operation pursuant to this Contract. The Contractor must keep the records according to generally accepted accounting practices and for a minimum of seven (7) years after the Contract's termination and completion. The Contractor must also maintain copies of all records, correspondence and documents, including electronically stored information, prepared in anticipation of this Contract, and for this Contract, for a period of seven (7) years after the Contract's termination and completion.

**10.02** The County and the Legislator Auditor General have the right to examine and audit all books, records, documents and other supporting data as they deem necessary of the Contractor, or any subcontractors, or agents rendering services under this Contract, whether direct or indirect, which will permit adequate evaluation of the services or the cost or pricing data submitted by the Contractor. The Contractor must include a similar covenant allowing for audit by the County and the Legislative Auditor General in any contract it has with a consultant or agent whose services will be charged directly or indirectly to the County. The County may delay payment to the Contractor pending the results of any such audit without penalty or interest.

**10.03** The Contractor agrees that representatives of the County are entitled to make periodic inspections to ascertain that the Contractor is properly performing the services. The inspections may be made at any time during normal business hours of the Contractor. If, in the course of the inspections, the representatives of the County should note any deficiencies in the performance of the services of the Contractor, or any other mutually agreed upon performance deficiencies, the alleged deficiencies must be reported promptly to the Contractor, in writing. The Contractor agrees to promptly remedy and correct any reported deficiencies within ten (10) days of notification by the County.

**10.04** If, as a result of any audit conducted by or for a County, State of Michigan or Federal, agency relating to the Contractor's performance under this Contract, a discrepancy should arise as to the amount of compensation due the Contractor, the County may retain the amount of compensation in question from any funds allocated to the Contractor but not yet disbursed under the Contract. Should a deficiency still exist, the County may offset such a deficiency against the compensation to be paid the Contractor in any successive or future Contracts between the parties.

**11. RELATIONSHIP OF PARTIES**

**11.01** The relationship of the Contractor to the County is and will continue to be that of an independent contractor. No liability or benefits, such as workers' compensation, pension rights, or insurance rights, arising out of, or related to a contract for hire or employer/employee relationship, accrues to either party or either party's agent, subcontractor or employee as a result of this Contract. No relationship, other than that of independent contractor will be implied between the parties, or either party's agent, employee, or subcontractor. The Contractor agrees to hold the County harmless from any claims, and any related costs or expenses.

**11.02** For all purposes, County employees will remain employees of the County and the Contractor's employees will remain employees of the Contractor. The Contractor is being retained by the County as an independent contractor to provide services to the County, and is not being retained in any capacity as a joint enterprise or venturer with the County. The Contractor also covenants that none of its employees are or will be, during the period of this Contract, employees of the County.

**12. INSURANCE**

**12.01** Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services by the Contractor, its agents, representatives, or employees.

**12.02** Contractor shall maintain at least the following minimum coverage:

- A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- B. Umbrella or Excess Liability Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.
- C. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- D. Workers' Compensation insurance as required by the State of Michigan, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
- E. Professional Liability (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.

If the Contractor maintains higher limits than the minimum insurance coverage required in Section 12.02, the Contractor shall maintain the coverage for the higher insurance limits for the duration of the Contract.

**12.03 Additional Insured Status.** The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

**12.04 Primary Coverage.** For any claims related to this Contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**12.05 Notice of Cancellation.** Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.

**12.06 Waiver of Subrogation.** *Contractor grants to the County a waiver of any right to subrogation which any insurer of the Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this*

*waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.*

**12.07** *Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.*

**12.08** All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

**12.09** **Claims-made Policies.** If any of the required policies provide coverage on a claims-made basis:

- A. The Retroactive Date must be shown and must be before the date of the Contract or the date the Contractor starts to perform the services.
- B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Contract.
- C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of Contract work.

**12.10** **Verification of Coverage.** Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Article. The County shall receive and approve all certificates and endorsements before the Contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by the Article, at any time.

**12.11** **Subcontractors.** Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Contractor shall ensure that the County is an additional insured on insurance required from subcontractors.

**12.12** **Special Risks or Circumstances.** The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**12.13** The Contractor must submit certificates evidencing the insurance to the Risk Management Division at the time the Contractor executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

**13. INDEMNIFICATION**

**13.01** Except for claims arising from the County's gross negligence, the Contractor agrees to indemnify, defend and save harmless the County against, and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the County because of any of the following occurring during the term of this Contract:

- A. Any negligent or tortious act, error, or omission held in a court of competent jurisdiction to be attributable, in whole or in part to the Contractor, or any of its personnel, employees, consultants, agents, or any entities associated, affiliated, (directly or indirectly) or subsidiary to the Contractor now existing, or to be created, their agents and employees for whose acts any of them might be liable.
- B. Any failure by the Contractor, or any of its employees to perform its obligations either implied or expressed under this Contract.

**13.02** The Contractor agrees that it is its responsibility and not the responsibility of the County to safeguard the property and materials that the employees of the Contractor use in performing this Contract. The Contractor must hold the County harmless for costs and expenses resulting from any loss of the property and materials used by its employees pursuant to the performance of the Contractor under this Contract.

**13.03** Nothing in this article shall be deemed to relieve the Contractor of its duty to defend the County, as specified, pending a determination of the respective liabilities of the Contractor and the County, by legal proceeding or agreement. The County shall cooperate with the Contractor in the defense against the suit. In no event shall the Contractor make any admission of guilt or liability on behalf of the County without the County's prior, written consent.

**13.04** For purposes of these provisions, the term "County" includes the County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or to be created, their agents and employees.

**13.05** This indemnity applies without regards to whether the claim, damage, liability or expense is based on breach of contract, breach of warranty, negligence, strict liability, or other tort. This indemnity survives delivery and acceptance of services.

**13.06** This indemnity must not be construed as a waiver of any governmental immunity the County, its agencies, or employees, has as provided by statute or modified by court decisions.

**15. NOTICE OF MATERIAL CHANGES**

**15.01** The Contractor must immediately inform the County of material changes in its operation, ownership or financial condition. Material changes include, but are not limited to:

- A. Reduction or change in staffing assigned to the Contract.
- B. Decrease in, or cancellation of, insurance coverage.
- C. Delinquent payment, or nonpayment, of tax obligations.
- D. Delinquent payment, or nonpayment, of payroll obligations.
- E. Delinquent funding, or nonfunding, of pension or profit sharing plans.
- F. Delinquent payment, or nonpayment, of subcontractors.
- G. Termination of, or changes in, subcontracts.
- H. Transfer, sell, assignment or delegation to an entity other than the Contractor, of ownership or administrative services.

**16. TERMINATION**

**16.01** The County may terminate this Contract without cause at any time, without incurring any further liability, other than as stated in this Article by giving written notice to the Contractor of the termination. The notice must specify the effective date, at least thirty (30) days prior to the effective date of the termination, and this Contract will terminate as if the date were the date originally given for the expiration of this Contract. If the Contract is terminated, the County will pay the Contractor for the services rendered prior to termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the services rendered, and other means which, in the judgment of the County represents a fair value of the services provided, less the amount of any previous payments made. The final payment constitutes full payment. If the Contractor accepts the payment, the Contract is satisfied. The parties agree that no payments under this section will exceed the amount payable under Article 8.

**16.02** The County may terminate this Contract if the Contractor is in default of any of its obligations under the Contract, or has failed to comply with any of the material terms and conditions of this Contract, by giving written notice to the Contractor. Before the County exercises its right to declare the Contractor in default, the County must give the Contractor Notice of its default status and the reasons for such status. If the Contractor does not cure the default within five (5) working days, the Contract is deemed terminated twenty-five (25) days after the date of the Notice. If after Notice, the County determines that the Contractor was not in default, the rights and obligations of the parties are the same as if the Notice had not been issued. Upon terminating the Contract, County shall not incur any further liability to Contractor, except as provided in this Article, which sets forth Contractor's exclusive remedies. The County may procure, upon such terms and in such manner as the County may deem appropriate, Services similar to those terminated, and the Contractor shall be liable to the County for any costs to obtain and transition similar services, provided the Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Article. In addition to any legal remedies otherwise available to the County by law or equity, the Contractor shall be responsible for all additional costs, charges, and damages incurred by the County in connection with the completion of the Contract. Such expenses shall be deducted from any monies due or which may become due the Contractor under the Contract. If such expense exceeds the sum which would have been payable under the Contract, then the Contractor shall pay, on demand, such excess amount to the County. Should a deficiency exist, the County may offset such a deficiency against the compensation to be paid the Contractor in any concurrent, successive or future contracts between the parties. All excess reprocurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise. The rights and remedies of the County are not exclusive and are in addition to any other rights and remedies provided by law, including the collection of liquidated damages. The Contractor shall be liable to the County for any damages the County sustains by virtue of the Contractor's breach or any reasonable costs the County might incur in enforcing or attempting to enforce this Contract. Such costs shall include costs to secure the deliverables from another contractor, reasonable fees and expenses for attorneys, expert witnesses and other consultants.

**16.03** After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor must:

- A. Stop work under the Contract on the date and to the extent specified in the Notice of Termination.
- B. Obligate no additional contract funds for payroll costs and other costs beyond the date as the County specifies.
- C. As of the date the termination is effective, present all Contract records and submit to the County the records, data, notes, reports, discs, and documents ("Records") as the County specifies, all pertinent keys to files, and carry out such directives as the County may issue concerning the safeguarding or disposition of files and property.
- D. Submit within thirty (30) days a final report of receipts and expenditures of funds relating to this Contract.
- E. Place no further orders on subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under this Contract as is not terminated;

- F. Terminate all orders and subcontracts to the extent that they relate to the portion of work so terminated;
- G. Submit within thirty (30) days a listing of all creditors, subcontractors, lessors, and other parties with which the Contractor has incurred financial obligations pursuant to the Contract.

**16.04** Upon termination of this Contract, all Records prepared by the Contractor under this Contract or in anticipation of this Contract must, at the option of the County, become its exclusive property, whether or not in the possession of the Contractor. The Records are free from any claim or retention of rights on the part of the Contractor except as specifically provided. The County must return all the properties of the Contractor to it.

**16.05** Any intentional failure or delay by the Contractor to deliver the Records to the County will cause irreparable injury to the County not adequately compensable in damages and for which the County has no adequate remedy at law. The Contractor will pay the County five hundred dollars (\$500) per day as damages, and not as a penalty, until it delivers the Records to the County. The County may seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Records which the Contractor consents to as well as all applicable damages and costs. The County has unrestricted use of the Records for the purpose of completing the services.

**16.06** Access to the records prior to delivery must be restricted to authorized representatives of the County and the Contractor. The Contractor has no right to disclose or use any information gathered in the course of its work without obtaining the written concurrence of the County. All the information must be confidential and handled in such a manner at all times as to preserve confidentiality. The Records as well as any related products and materials are proprietary to the County, having been developed for the County for its own and sole use.

**16.07** In addition, each party will assist the other party in the orderly termination of this Contract and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party.

**17. ETHICS IN CONTRACTING**

**17.01** The Contractor must comply with Article 12 of Chapter 120 of the Wayne County Code governing "Ethics in Public Contracting."

**17.02** Contractor's material misrepresentation or delinquency in the disclosures required by section 120-225 of the Wayne County Code constitutes a material breach of this Contract, sufficient to warrant immediate termination and the imposition of liquidated damages (not a penalty) of fifteen percent (15%) of the consideration made or due under the Contract as of the date of termination.

**17.03** If the County determines that the Contractor has made a material misrepresentation or is willfully delinquent or knowingly evasive in the disclosures required by section 120-225, the Contractor and any other business which has substantially the same principal beneficiaries (as defined in section 120-238 of the Wayne County Code), may be debarred by the Purchasing Director, pursuant to Article 6 of Chapter 120 of the Wayne County Code, from competing for any further County contracts for up to three (3) years.

**17.04** If the contract price is in excess of twenty thousand dollars (\$20,000), or the terms thereof require the approval of the Wayne County Commission, and the Contractor knowingly collaborate in or induces a violation of any of the ethical standards that are set forth in sections 120-225, 120-228, 120-229, 120-230 or 120-233 of the Wayne County Code, the County has the right to impose any one or more of the following sanctions:

- A. Immediately terminate the Contract and require the Contractor to pay the County liquidated damages, and not a penalty of fifteen percent (15%) of the total Contract compensation;
- B. Debar or suspend the Contractor from consideration from competing for further County contracts; or
- C. Recover the value transferred or received in breach of the ethical standards by a County employee or other person.

**17.05** Upon a showing that a subcontractor has paid a surcharge to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount of the surcharge was included in the price of the subcontract or order and ultimately borne by the County and that the County shall have the right to recover the amount of the surcharge from the Contractor. The County may also recover the amount of the surcharge from the subcontractor that paid or is paying the surcharge. Recovery by the County of the surcharge from one offending party shall not preclude recovery from other offending parties. The Wayne County Prosecuting Attorney may initiate and prosecute any civil action needed to enforce this article, if the Wayne County Corporation Counsel declines to do so.

**18. NON-DISCRIMINATION PRACTICES**

**18.01** The Contractor and its subcontractors must comply with:

- A. Titles VI and VII of the Civil Rights Act (42 U.S.C. §2000d et. seq.) and the United States Department of Justice Regulations (28 C.F.R. Part 42) issued pursuant to those Titles.
- B. The Age Discrimination Act of 1985 (42 U.S.C. §6101-07).
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794).
- D. The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.) and its associated regulations.

E. The Michigan Civil Rights Act (P.A. 1976 No. 453) and the Persons With Disabilities Civil Rights Act (P.A. 1976 No. 220).

F. Article XI of Chapter 120 of the Wayne County Code governing Equal Contracting Opportunity.

G. Any other appropriate affirmative action provisions as may be required from time to time by the Director of Human Relations of the County. County shall promptly give notice of any such provisions to Contractor during the term of the Contract.

**18.02** The Contractor and its subcontractors must not:

A. Refuse to recruit, hire, employ, promote or to bar or discharge from employment an individual, or discriminate against an individual in compensation, terms, conditions or privileges of employment because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.

B. Limit, segregate, or classify an employee or applicant for employment in a way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affects the employment status of an employee because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.

C. Print or publish or cause to be printed or published a notice, application, or advertisement relating to employment by the Contractor indicating a preference, limitation, specification, or discrimination based upon race, color, creed, national origin, age, marital status, handicap, religion, familial status, height or weight.

D. Except as permitted by rules and regulations promulgated pursuant to Article 11 of the Wayne County Code, headed "Equal Contracting Opportunity," or applicable state or federal law.

(i) Make or use a written or oral inquiry or form of application that solicits or attempts to elicit information concerning the race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height, or weight of prospective employees;

(ii) Make or keep a record of that information or disclose that information;

(iii) Make or use a written or oral inquiry or form of application that expresses a preference, limitation or specification based on race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height, weight, or prior criminal conviction or convictions; or

(iv) Make, before or during the initial application process, background checks or oral or written inquiries as to prior criminal conviction or convictions.

E. Absolutely bar or otherwise preclude possible employment based on prior criminal conviction or convictions, provided that the prior criminal conviction or convictions is or are not directly related to the position being sought.

**18.03** The Contractor and its subcontractors must not discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of this Contract, with respect to hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed, prior criminal convictions(s) or handicap. This Section does not apply if it is determined by the Division of Human Relations that the requirements are bona fide occupational qualifications reasonably necessary to perform the duties required for employment. The burden of proof that the occupational qualifications are bona fide is upon the Contractor.

**18.04** The Contractor agrees that its subcontractors shall be subject to and shall not violate the nondiscrimination provisions of section 120-192(a) of the Wayne County Procurement Ordinance in performing work on County contracts. The Contractor shall notify its subcontractors that they shall be subject to said nondiscrimination provisions, and shall include said nondiscrimination provisions in its subcontracts. The Contractor shall provide the County with a complete copy of any subcontractor agreement when requested.

**18.05** If the Contract price is in excess of twenty thousand dollars (\$20,000), the Contractor shall comply with the slavery era disclosure requirements of section 120-192(f) of the Wayne County Procurement Ordinance, as implemented by the Wayne County Slavery Era Disclosure Affidavit the Contractor will complete as part of the contract approval process. If it is subsequently determined by the Division of Human Relations that the Contractor has not made a full disclosure in its affidavit of the information required by section 120-192, that failure shall constitute a substantial breach of the terms of this Contract, sufficient to warrant rescission of the Contract, the institution of liquidated damages as set forth in section 18.07, and debarment from any further business with the County.

**18.06** Breach of any section 120-192 of the Wayne County Procurement Ordinance or of the covenants in this Article may be regarded as a material breach of this Contract.

**18.07** If the Contractor does not comply with the non-discrimination and affirmative action provisions of this Contract, the County may impose sanctions, as it determines to be appropriate, including but not limited to:

- A. Withholding of payments to the Contractor under this Contract until the Contractor attains compliance;
- B. Cancellation, termination or suspension of this Contract, in whole or in part;
- C. Disqualification from bidding on future contractors for a period of no more than three (3) years;
- D. Referral to Corporation Counsel for consideration of injunction, liquidated damages or other remedies; and/or
- E. Because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which the County would sustain, the imposition of liquidated damages (not a penalty) in the amount of five hundred dollars (\$500) per day, for each day that the Contractor shall fail to comply with said requirements, as determined by the Purchasing Director, in consultation with the Director of Human Relations and Corporation Counsel. The liquidated damages shall first be set off against the unpaid portion of the Contract price, and the balance to be paid by the Contractor.

**18.08** If the Contract is funded, in whole or in part, by federal funds and if the County has been authorized by the funding source to require an affirmative action commitment from contractors who are to be paid from those funds, Contractor must establish and implement a good faith plan and goal to eliminate the continuing effects of past discrimination, which is determined by the Division of Human Relations to be appropriate for that purpose.

**18.09** In the event that this Contract is or becomes subject to federal or state law which conflicts with the requirements of section Article XI of the Wayne County Code, the provisions of the federal or state law shall apply and the Contract shall be interpreted and enforced accordingly.

**19. NOTICES**

**19.01** All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Contract must be given in writing and mailed by first-class mail and addressed as follows:

If to the Contractor:

---

---

---

Phone:

E-mail:

If to the County:

---

---

---

Phone:

E-mail:

**19.02** All notices are deemed given on the day of mailing. Either party to this Contract may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

**19.03** Termination notices, change of address notices, and other notices of a legal nature, are an exception and must be sent by registered or certified mail, postage prepaid, return receipt requested.

**20. JURISDICTION AND LAW**

**20.01** This Contract, and all actions arising from it, must be governed by, subject to, and construed according to the law of the State of Michigan. The Contractor consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Contract. Service of process at the address and in the manner specified in this Contract will be sufficient to put the Contractor on notice. The Contractor will not commence any action against the County because of any matter arising out of or relating to the validity, construction, interpretation and enforcement of this Contract, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction is in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals.

**21. CONFIDENTIAL INFORMATION**

**21.01** If the County discloses confidential information to the Contractor's employees pertaining to the County's past, present and future activities, the Contractor must instruct its employees to regard all information gained by each person

as a result of the services to be performed as information which is confidential and not to be disclosed to any organization or individual without the prior written consent of the County.

**21.02** The Contractor agrees to take appropriate action with respect to its employees to insure that the obligations of nonuse and non-disclosure of confidential information concerning this Contract can be fully satisfied.

**22. COMPLIANCE WITH LAWS**

**22.01** The Contractor must comply with and must require its employees to comply with all applicable laws and regulations.

**22.02** The Contractor must hold the County harmless with respect to any damages arising from any violations of this Article by it or its employees.

**23. CHANGES IN SCOPE/SERVICE**

**23.01** County may request changes to the scope of Services to be furnished or performed by the Contractor under the Contract, as well as changes in the time of performance of the Contract. All such changes shall be authorized by either Change Order or Contract Modification.

**23.02** If any such change request increases or decreases the Contractor's cost of, or the time required for, performance of any part of the Services under this Contract, an adjustment may be made and the Contract modified in writing accordingly.

**23.03** Contractor shall provide County with a written proposal to County's change request within five (5) business days of receipt of any such request. Contractor's proposal shall describe in reasonable detail the basis for any proposed price or time adjustment. All cost estimates shall include all completed Services, and cover all costs, expenses, overhead and profit of subcontractors, if any.

**23.04** Contractor acknowledges that any change in the Contract price represents full compensation for all costs associated with the change request, including delay costs, impacts, acceleration, disruption, consequential damages and any other cost of any nature.

**23.05** If the County does not accept the Contractor's proposal, the County may:

- A. withdraw its change request;
- B. modify its change request, in which case the procedures set forth above will apply to the modified change request; or
- C. issue a Change Order.

**23.06** Any adjustment in the Contract price shall be computed in the manner as the parties may agree. Failure of the parties to agree to an adjustment shall not excuse the Contractor from proceeding with the Contract as changed, provided the County promptly and duly makes provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the required Services under protest, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of the time for completion.

**23.07** No action, conduct, omission, prior failure or course of dealing by the County shall act to waive, modify, change or alter the requirement that Contract Modifications must be in writing and signed by the County and the Contractor. Contractor further acknowledges that Change Orders and Contract Modifications are the exclusive method for effecting any change to the Contract.

**23.08** No change to this Contract is effective unless it is in writing and references this Contract. If the change is a Contract Modification, it must be signed and acknowledged by duly authorized representatives of both parties. If the change is a Change Order, it must be signed by an authorized representative of the County.

**24. DEBARMENT AND SUSPENSION**

**24.01** The Contractor certifies to the best of its knowledge and belief, that:

- A. The Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;
- B. The Contractor and its principals have not, within a three (3) year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connections with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. The Contractor and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 24.01 b above; and;
- D. The Contractor and its principals have not, within a three (3) year period preceding this contract, had one or more public transactions (Federal, State or local) terminated for cause or default.

**24.02** The certification in this clause is a material representation of fact upon which reliance was placed. When the County determines that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the County, the County may terminate this Contract for cause or default.

**24.03** The Contractor shall provide immediate written notice to the County if, at any time, Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**24.04** The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

**24.05** The Contractor agrees that 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 County.

**24.06** The Contractor further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the County, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**24.07** A Contractor may rely upon a certification of a 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 Contractor may decide the method and frequency by which it determines the eligibility of its principals. Each Contractor may, but is not required to, check the Non-procurement List (of excluded parties).

**24.08** 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 Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**24.09** If a Contractor is in a 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 County, the County may terminate this transaction for cause or default.

**25. PROMPT PAYMENT**

**25.01** If the Contractor should subcontract a part of the obligations under this Contract to a business which has been certified by the County's Division of Human Relations as a small or disadvantaged business enterprise, the Contractor shall make prompt payments to each such subcontractor as the subcontract is performed which are at least equal to the prompt payments which are due to the Contractor under the provisions of this Contract. Unless alternate terms which have a similar purpose and effect are otherwise agreed upon in writing, the Contractor shall make payment within forty-five (45) days after delivery or satisfaction of the subcontract, or receipt of a complete invoice therefore, whichever is later. If an invoice is filled out incorrectly or contains a defect or inappropriety, the Contractor shall notify the subcontractor of that fact within ten (10) days after receipt of the invoice. The 45 day period shall be extended by each day over five (5) days which the subcontractor takes to make a correction. If a payment is past due, the Contractor shall pay to the subcontractor an additional amount to be calculated on a daily basis which is equal to an annual rate of interest of nine percent (9%) (amount overdue X number of days overdue X .000246575). Interest shall not be due if payment is delayed because of a good faith disagreement between the Contractor and the subcontractor regarding contract performance and the dispute is resolved in favor of the Contractor. This provision is expressly intended to create a third-party right which is legally enforceable by a subcontractor. This provision does not, however, create a duty on the part of the County to seek enforcement of a default of this provision or to make payment to the subcontractor on behalf of the Contractor.

**26. SUBCONTRACTING AND ASSIGNMENT**

**26.01** The Contractor may subcontract with the companies listed in Appendix C, List of Subcontractors. Appendix C shall identify each such subcontract by stating the name and address of the subcontractor, describing in a general manner the services that will be subcontracted, and stating the percentage of this Contract, by dollar value, that will be subcontracted. The Contractor shall not terminate any subcontractor, without the County's prior written approval. Such approval shall not in any way relieve the Contractor of full responsibility for the performance of the Contract. The Contractor shall provide the County with immediate notice when a Wayne County-based subcontractor is terminated or substantially displaced by a subcontractor who is not so qualified. The Contractor must also direct notices to the attention of the individual specified in the Notice provisions, Article \_\_\_\_\_. The Contractor must not assign this Contract, nor any part, or subcontract any of the work or services to be performed without the County's prior written approval. Any unauthorized assignment or transfer will be considered a breach of this Contract and result in the termination of the Contract at the County's discretion. If the Contract is not terminated, the assignment shall be deemed null and void.

**27. BANKRUPTCY OR INSOLVENCY**

**27.01** If the Contractor is adjudicated bankrupt or insolvent, or if a trustee is appointed over the Contractor or any of its property, whether it is a third party or Contractor as debtor-in-possession (referred to as "Contractor" in this Article unless the context clearly requires otherwise) the following rights, obligations and limitations control:

- A. Contractor or any trustee must not assign any or all of its rights, title or interest, in or to this Contract, as this Contract is for the delivery of professional services and related services, as to which the County is entitled to insist upon performance solely by the Contractor.

- B. Contractor or any trustee may only assume this Contract if it provides adequate assurance of future performance. Adequate assurance of future performance means proof reasonably satisfactory to the County
  - (i) adequate financial capacity to employ or contract with sufficient personnel to perform the services assigned to the Contractor as provided in this Contract, and to pay for all services contracted for by the Contractor;
  - (ii) adequate financial capacity to own, operate, lease or obtain sufficient facilities and supplies to perform the services assigned to the Contractor as provided for in this Contract; and
  - (iii) adequate financial and professional capacity to maintain the professional standard provided in this Contract. The reasonable determination of the County as to the adequate professional capacity of the Contractor is determinative.
- C. Because of the unique nature of the services this Contract requires the Contractor to provide, the Contractor agrees that any requests by the County that the trustee or it as debtor-in-possession assume or reject this Contract in a shorter time than provided for in 11 U.S.C. §365 is reasonable so long as the trustee or Contractor receives no less than five (5) business days' notice.
- D. If this Contract is terminated during bankruptcy proceedings or if the trustee or debtor-in-possession successfully and properly obtains a court order rejecting this Contract, the Contractor as debtor-in-possession or its trustee must cooperate with the County in arranging for the orderly transfer of responsibilities to persons or entities as the County may designate. The rejection is not effective until the orderly transfer of responsibilities, consistent with sound professional practice, has been completed.

**27.02** Although neither party has the right to terminate the Contract merely because the other is adjudicated bankrupt or insolvent or a trustee or a debtor-in-possession is appointed over any parties' property, each party retains all of the other termination rights set forth elsewhere in this Contract during the period of any proceedings under the Bankruptcy Code.

**28. COMPLIANCE WITH CONSENT AGREEMENT**

**28.01** The parties acknowledge that this Contract is subject to Public Act 436 of 2012, MCL 141.1541 to 141.1575 ("Act") and the Consent Agreement between the County and the State Treasurer N.A. Khouri effective August 21, 2015 ("Consent Agreement"). A copy of the Consent Agreement is available at [www.waynecounty.com/mb/consent-agreement.htm](http://www.waynecounty.com/mb/consent-agreement.htm).

**28.02** Upon written request of the County, the Contractor shall promptly and fully provide all necessary and requested assistance and information under the Consent Agreement and under the Act.

**28.03** The Contractor shall promptly provide notice to the County Executive if the Contractor receives a request for assistance by an officer, employee, agency or contractor of the State Department of Treasury.

**28.04** The Contractor shall promptly provide notice to the County Executive of knowledge or information of any action or omission that could be considered, or that could lead to, a failure to comply with or breach of the Consent Agreement or of a violation of state or federal law with respect to a matter relating to the Consent Agreement, including the Open Meetings Act, 1976 PA 267, the Uniform Budget and Accounting Act, 1968 PA 2, or the Emergency Municipal Loan Act, 1980 PA 243, by the County, the County Commission, the County Executive, or another officer of the County.

**28.05** The Contractor shall immediately provide notice to the County Executive of any possible violations of the Consent Agreement by sending an email to [consentagreement@waynecounty.com](mailto:consentagreement@waynecounty.com) or by completing the submission form found at [www.waynecounty.com/mb/consent-agreement.htm](http://www.waynecounty.com/mb/consent-agreement.htm).

**28.06** If this Contract is considered "Debt" under the terms of the Consent Agreement, it may not be executed or submitted to the County Executive or County Commission for approval until it has been submitted to the County Chief Financial Officer for approval and verification that the required State Treasurer's approval has been received.

**29. MISCELLANEOUS**

**29.01** The Contractor covenants that it is not, and will not become, in arrears to the County upon any contract, debt, or any other obligation to the County, including real property and personal property taxes.

**29.02** Articles 12, 13, 19, and 21 survive termination of the Contract.

**29.03** All the provisions of this Contract are "covenants" and "conditions" as though the words specifically expressing or imparting covenants and conditions are used in each provision.

**29.04** If any Affiliate of the Contractor takes any action which, if done by the Contractor, would constitute a breach of this Contract, the action is deemed a breach by the Contractor. "Affiliate" is a "parent", subsidiary or other company controlling, controlled by or in common control with the Contractor.

**29.05** Neither party is responsible for force majeure events. If there is a dispute between the parties with regard to what constitutes a force majeure event, the County's reasonable determination is controlling.

**29.06** Unless the context otherwise requires, the words, "herein", "hereof" and "hereunder", and other words of similar import, refer to this Contract as a whole and not to any particular article, section, or other subdivision.

**29.07** The headings of the articles in this Contract are for convenience only and must not be used to construe or interpret the scope or intent of this Contract or in any way affect the Contract.

**29.08** As used, the singular includes the plural, the plural includes the singular, and the use of any gender is applicable to all genders.

**29.09** The Contractor warrants that any products sold or processes used in the performance of this Contract do not infringe upon or violate any patent, copyright, trademark, trade secret or any other proprietary rights of any third party. If a third party makes a claim against the County, the County must promptly notify the Contractor. The Contractor must defend the claim in the name of the County, at the Contractor's expense. The Contractor must indemnify the County against any loss, cost, expense or liability arising out of the claim, whether or not the claim is successful.

**29.10** No failure by a party to insist upon the strict performance of any term of this Contract or to exercise any term after a breach, constitutes a waiver of any breach of term. No waiver of any breach affects or alters this Contract, but every term of this Contract remains effective with respect to any other then existing or subsequent breach.

**29.11** The Contractor shall secure all permits necessary to perform the services and shall comply with all statutes, ordinance, and laws.

**29.12** If any provision of this Contract or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the Contract, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

**29.13** This document, including the Appendices, contains the entire agreement between the parties and all prior negotiations and agreements are merged in this document. Neither party has made any representations except those expressly set forth. No rights or remedies are, or will be acquired by either party by implication or otherwise unless set forth.

**29.14** The County or the Contractor may contract with other firms providing the same or similar services so long as the Contractor's obligations to the County contained in this Contract will not be affected in any manner.

**29.15** If the division of Human Relations determines that the Contractor has not made a full disclosure in its affidavit regarding its investments in, support or profit in some manner from the institution of slavery, that failure shall constitute a substantial breach of this Contract, sufficient to warrant rescission of the Contract, the institution of liquidated damages, and debarment from any further business with the County.

**30. AUTHORIZATION AND CAPABILITY**

**30.01** The Contractor warrants to the County that it has taken all corporate actions necessary for the authorization, execution, delivery and performance of this Contract. It is ready to perform its obligations. The Contractor further warrants that the person signing this Contract is authorized to do so on behalf of the Contractor and is empowered to bind the Contractor to this Contract.

**30.02** This Contract is effective only upon review and approval by the Wayne County Commission.

**31. SIGNATURE**

**31.01** The County and the Contractor, by their authorized officers and representatives have executed this Contract.

CONTRACTOR

By: \_\_\_\_\_

Its: \_\_\_\_\_

COUNTY OF WAYNE

By: \_\_\_\_\_

WARREN C. EVANS

Its: COUNTY EXECUTIVE

APPROVED AS TO FORM

By: \_\_\_\_\_  
DEPT OF CORPORATION COUNSEL

303694  
Rev9/14/15 1p.m.

## SECTION 5 - REQUIRED FORMS

### FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:

- (1) Proposal Form
- (2) Price Sheet – Supplies
- (3) Price Sheet – Equipment
- (4) RFP Specific Narrative Responses

### FORMS THAT MUST BE DOWNLOADED FROM THE WAYNE COUNTY WEBSITE\*

*Failure to complete and submit these forms with your Proposal may result in it being deemed non-responsive and rejected without further evaluation.*

- (5) Business Information Questionnaire Form
- (6) Ethics in Contracting Vendor Form
- (7) W-9 Form (Standard IRS Form)
- (8) First Tier Subcontractor Designation Form "TBD"
- (9) Fair Employment Practices (FEP) CERTIFICATE or EVIDENCE (**screen-print**) that an FEP application has been submitted online at [www.waynecounty.com/vendormanagement.htm](http://www.waynecounty.com/vendormanagement.htm)  
(FEP is required for prime only).

\*Download forms at: <http://www.waynecounty.com/purchasing>

\*Download solicitations and addenda at [www.mitn.info](http://www.mitn.info)

## PROPOSAL FORM

**Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.**

**TO: WAYNE COUNTY:**

The Undersigned hereby offers and, if the contract is executed by the County Executive, agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals. The Undersigned further agrees to accept, via email or other electronic means, any and all notifications and contractual documents including, but not limited to, notifications, insurance verification requests, and purchase orders.

**ADDENDA:**

The undersigned has read, understands and is fully cognizant of the Information to Proposers, including the Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

**OBLIGATION:**

The undersigned, by submission of this Offer, agrees to be obligated, if recommended for award of the contract and if the contract is executed by the County Executive, to provide the stated goods and/or services to the County for the term as stated in this RFP, and to enter into a contract with the County, in accordance with the conditions, scope and terms, as well as the Form of Contract, together with any written addenda as specified above.

**COMPLIANCE:**

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable ethics or anti-kickback provisions of the County's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Proposer will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

**NONCOLLUSION:**

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

**PERFORMANCE GUARANTEE:**

The undersigned further agrees that if awarded the Agreement, it will submit to the County any required performance guarantee (i.e. irrevocable letter of credit or cash deposit).

**SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

**No proposal shall be accepted which has not been manually signed in ink in the appropriate space below:**

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Person Authorized to Sign \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

**For clarification of this offer, contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Acknowledged before me by \_\_\_\_\_ (name) as \_\_\_\_\_ (title)  
of \_\_\_\_\_ (company) this \_\_\_\_\_ (day) of \_\_\_\_\_, 201\_\_\_\_

Notary Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Affix Seal

## PRICE SHEETS

**Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.**

Complete **Attachments A Price Sheet for Supplies** and **Attachment B Price Sheet for Equipment** (includes tabs) in Microsoft Excel format.

**INSTRUCTIONS:** Remove the "no bid" and replace with your price for those line items you are bidding. Complete all cells on each line item you are submitting pricing along with any exceptions and colors options in the columns that are labeled. Do not move columns or rows, add, delete, or modify bid specifications. The "DRAFT" response form will be fillable, unlocked and updated after Question and Answer period and marked as "FINAL". Do not submit the "DRAFT" response form as part of your proposal.

**WAYNE COUNTY PURCHASING DIVISION**  
**UTILIZATION OF FIRST TIER SUBCONTRACTOR FORM**  
**\*To be completed by Prime Contractors for "First Tier" Subcontractors Only\***

*This form MUST be completed by all prime contractors that want to receive evaluation points for utilizing subcontractors located in Wayne County.*

**THIS FORM IS ONLY FOR SUBCONTRACTORS LOCATED IN WAYNE COUNTY.**

**Failure to provide this form will not allow the Proposer to receive evaluation points for the utilization of subcontractors located in Wayne County.**

**RFP/RFQ CONTROL NO:** \_\_\_\_\_

**1. CHECK ONE:**

This is a:  SUPPLIES/SERVICES contract (over \$50,000?  YES  NO)

OR

CONSTRUCTION contract (over \$100,000?  YES  NO)

**2. WILL SUBCONTRACTORS BE USED FOR THIS CONTRACT? (Check One)**

YES       NO

*(This page must be completed even if no subcontractors will be used)*

Prime Company Name:		Fed Tax ID:	
Address:			
City:	County:	State:	Zip:
Phone: (        )	Fax: (        )		
Authorized Contact Person:		Email:	

I declare that all of the information contained in this form is complete and accurate to the best of my knowledge.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you answered "YES" to subcontractors, complete the next page.

## SUBCONTRACTOR LIST

(MAKE ADDITIONAL COPIES OF THIS PAGE TO LIST ADDITIONAL SUBCONTRACTORS)

Prime Contractor Name \_\_\_\_\_ RFP/RFQ Control No. \_\_\_\_\_

Subcontractor # \_\_\_\_\_

Company Name		Fed Tax ID:	
Address			
City:	County:	State	Zip
Authorized contact:	Phone: ( )	Fax: ( )	
Subcontract Amount: \$	% of Contract		
Work to be performed:			

Subcontractor # \_\_\_\_\_

Company Name		Fed Tax ID:	
Address			
City:	County:	State	Zip
Authorized contact:	Phone: ( )	Fax: ( )	
Subcontract Amount: \$	% of Contract		
Work to be performed:			

Subcontractor # \_\_\_\_\_

Company Name		Fed Tax ID:	
Address			
City:	County:	State	Zip
Authorized contact:	Phone: ( )	Fax: ( )	
Subcontract Amount: \$	% of Contract		
Work to be performed:			

TOTAL PERCENTAGE OF SUBCONTRACTORS UTILIZED: \_\_\_\_\_



Warren C. Evans  
County Executive

**WAYNE COUNTY PURCHASING DIVISION**

**REQUEST FOR PROPOSALS  
FOR  
OFFICE/SCHOOL SUPPLIES AND EQUIPMENT**

**CONTROL #37-16-083 ADDENDUM NO. #1**

**ADDENDUM ISSUE DATE: THURSDAY, MAY 16, 2016**

**This Addendum is being issued prior to the acceptance of Proposals to allow for the following changes, additions, clarifications, and/or answers to questions:**

**MODIFICATIONS AND ADDITIONS:**

ADD: Pre-proposal conference to explain the establishment of a Master contract for OFFICE/SCHOOL SUPPLIES AND EQUIPMENT with Wayne County as the Lead Agency to be extended to other eligible agencies in a cooperative consortium for office and school supplies and equipment.

**Charter County of Wayne  
Purchasing Division  
The Guardian Building  
500 Griswold, 15th Floor  
Detroit, Michigan 48226**

**Wednesday, June 22, 2016  
10:00-11:00 AM**

**MODIFICATION:** Question Deadline changed from Friday, June 17, 2016 to Friday, June 24, 2016 by 4:00 p.m. to allow additional time to conduct a pre-proposal conference.

Proposal Deadline changed from Friday, July 1, 2016 to Friday, July 8, 2016 by 4:00 p.m. to allow adequate time from Q&A to proposal development.



**Warren C. Evans  
County Executive**

**WAYNE COUNTY PURCHASING DIVISION**

**REQUEST FOR PROPOSALS  
FOR  
OFFICE/SCHOOL SUPPLIES AND EQUIPMENT**

**CONTROL #37-16-083 ADDENDUM NO. #3**

**ADDENDUM ISSUE DATE: THURSDAY, MAY 30, 2016**

**This Addendum is being issued prior to the acceptance of Proposals to allow for the following changes, additions, clarifications, and/or answers to questions:**

**MODIFICATIONS AND ADDITIONS:**

Questions and answers posted Friday, July 1, 2016.

Revised Product Pricing forms to be posted in FINAL format Friday, 8, 2016.

Proposal Deadline changed from Friday, July 8, 2016 to Friday, July 22, 2016 at 4:00 p.m. to allow sufficient time to complete the response forms and proposal requirements.



Warren C. Evans  
County Executive

## WAYNE COUNTY PURCHASING DIVISION

### REQUEST FOR PROPOSALS FOR OFFICE/SCHOOL SUPPLIES AND EQUIPMENT

CONTROL #37-16-083 ADDENDUM NO. #3

ADDENDUM ISSUE DATE: FRIDAY, JULY 1, 2016

**This Addendum is being issued prior to the acceptance of Proposals to allow for the following changes, additions, clarifications, and/or answers to questions:**

#### QUESTIONS AND ANSWERS:

. OFFICE/SCHOOL SUPPLIES & EQUIPMENT (C) QUESTIONS & ANSWERS   RFP #37-16-083	
SUBMITTED QUESTION	RESPONSE TO SUBMITTED QUESTION
Do you know when questions for bid that were submitted will be answered? Also, I didn't see the pre -proposal meeting addendum when I was in the MITN site last week. Did this already occur? If Not can we attend?	Questions will be posted Friday, July 1, 2016. Revisions to the Response forms will be available Wednesday, July 6, 2016. The pre-proposal was held on Wednesday, June 22, 2016. Questions asked will be included in this Q&A. Make sure your information is current in MITN to receive communications immediately as they are posted <a href="http://www.mitn.info">www.mitn.info</a>
On your bid for office supplies, can you tell me if it will be awarded to one or several vendors?	Currently, Wayne County does not have an office or school supplies and equipment contract as purchasing is done through multiple suppliers. The purpose of this solicitation is to create a "Master Contract" for Wayne County as ("Lead Agency") with capacity to offer multiple products and catalog discounts, promotions to include other participating local, regional, and statewide units of government including schools, libraries, colleges, universities, non-profit organizations in Michigan.
Also, can I get a copy of last year tab sheet on this bid?	Currently, Wayne County does not have an office or school supplies and equipment contract as purchasing is done through multiple suppliers.

<p>Can you give us manufacturers item numbers for each item? That way everyone can bid apples to apples.</p>	<p>I am reworking the template with a smaller market basket. However, the manufacturers are listed where requested and need to be bid with the brand requested which provides "apples-to-apples" comparison. Non-Brand specifications are written for you to choose based on your supplier relationships or private label product. If there are quantity, color, sizing, packaging differences please identify in the exceptions column with the information as it might be deemed a value add/ The item has to meet the minimum specification and evaluation will consider select closest to the specification or best value.</p>
<p>Can we bid just one section or do we have to bid on both sections?</p>	<p>You <u>do not</u> have to bid both sections if you are referring to the Supplies and Equipment. You may bid on groupings of products within either response form. We understand some vendors may be proposing office supplies while others proposing equipment.</p>
<p>Can you give us the quantities of the items ordered last year?</p>	<p>The volumes we have are currently through multiple vendors and products are variable and numbers will not be accurate as SKUs vary widely. FOIA requests are encouraged for specific reports you are seeking. Contact (313) 244-5151 to be directed to the FOIA Coordinator. I will be creating a posting a new simple response form.</p>
<p>Can you tell us what the total spend for the supplies and equipment was for the last two years?</p>	<p>The spend data is through multiple vendors for office supplies. From two vendors last year Wayne County spend was more than \$3 million. Establishing a contract will capture this data accurately. We are seeking vendor(s) who are willing to help us launch and grow this contract.</p>
<p>As we attempt to cross-reference items in the bid we are noticing a number of items that are proprietary to a specific reseller (i.e. School Smart, Office Depot). In other words, the specifications of these particular items are unique to the reseller's private brand and there is not a "branded" equivalent (specification for specification). While we could provide a price on our most equivalent item, the item we would bid is likely to have a perceptible difference to Wayne County end-users. How would you like us to handle these items?</p>	<p>This RFP solicitation is designed to include the option of both private label and brand name with some resellers mentioned only as an example. This is your option to place what products you carry that best fit the <u>minimum</u> bid specification based on your product lines. The intent was to make it flexible but also give an option for private label. With private label we will want to know the origin of the manufacturer and may require samples be sent to ensure quality. Provide most equivalent item.</p>

<p>We are inquiring to get clarification on the "Pricing Sheet". Can you let us know the difference between Column H (Current Price) and Column I (Wayne / CoPro+ Price). We assume the Wayne / CoPro+ Price would be where we would populate our bid price but are trying to understand what would be populated in the Current Price column.</p>	<p>The pricing columns are for Wayne County and second column is for higher volume as eligible agencies join the consortium as pricing tiers should be proposed. We understand the volumes are unknown to Wayne County. Suppliers have data and own accounts fall into these eligible agency categories so proposing a market basket based on your data is welcome as an alternative to address county and all eligible agencies/entities that are within the county statewide.</p>
<p>On your bid for office supplies, can I get a copy of last year tab sheet?</p>	<p>Currently, Wayne County does not have an office or school supplies and equipment contract as purchasing is done through multiple suppliers. The purpose of this solicitation is to create a Master Contract for Wayne County as Lead agency with capacity to add on other local, regional, and statewide units of government including schools, libraries, colleges, universities, non-profit organizations in Michigan.</p>
<p>Will this be awarded to one or several vendors?</p>	<p>This RFP solicitation covers both supplies and equipment and Wayne County reserves the right to consider single or multiple awards. Based on the wide range of products and services it has not been determined what is in the best interest of Wayne County until proposals are received and evaluated.</p>
<p>Can we bid consortium pricing?</p>	<p>Yes. Wayne County reserves the right to receive pricing from a consortium through extended purchasing or piggybacking agreement.</p>
<p>With Wayne County as the agent, who will be the customers? Only agencies in Wayne County? City or Township Governments or Libraries within Wayne County? Will schools be able to purchase? Again Wayne County only or statewide. Please provide details of how and who this contract will be marketed to and who the potential customers might be. Limited to Wayne County or statewide?</p>	<p>Consortium establishment at the county level with Wayne County as "Lead Agency" would establish a marketplace focused on aggregating volume to eligible agencies are local and regional municipalities and non-profit organization within each county connecting with other counties to grow a statewide network.</p>
<p>Multimedia projectors. There are categories of projector mounts, and for projection screens but not for projectors. Will those be included or are you just looking for a catalog discount?</p>	<p>Catalog discount with top sellers in each projector category of your manufacturer can be included in your proposal until aggregated volumes are obtained.</p>
<p>Currently All Michigan Schools and public agencies can purchase off the REMC contract. What advantage do you see for Wayne County in competing with the established source?</p>	<p>There are several consortiums that exist that focus nationally and/or in one sector (such as K-12 education) but do not currently address the needs for the county or for other eligible agencies at the county level statewide. Most organizations provide a service for one segment (i.e. K-12 public schools, higher education, not from the county level).</p>



**Warren C. Evans  
County Executive**

**WAYNE COUNTY PURCHASING DIVISION**

**REQUEST FOR PROPOSALS  
FOR  
OFFICE/SCHOOL SUPPLIES AND EQUIPMENT**  
**CONTROL #37-16-083 ADDENDUM NO. #4**

**ADDENDUM ISSUE DATE: WEDNESDAY, JULY 6, 2016**

**This Addendum is being issued prior to the acceptance of Proposals to allow for the following changes, additions, clarifications, and/or answers to questions:**

**MODIFICATIONS:** The bid due date has been extended to Friday, July 29, 2016 due to not all questions being posted, modification of the response forms, two additional forms to be completed by Proposer. A second question deadline to July 15, 2016 to ensure all questions are answered due to additions, modifications, clarifications.

**Administrative Fee:** To be determined. Not to be included in pricing. Shipping to be included in pricing.

**Contract Term:** Three 3-Years; two (2)-year options to extend.

**CLARIFICATIONS:** Wayne County, as the Lead Public Agency has partnered with Michigan Association of Counties ("MAC") to make the resultant Contract, from this solicitation available to other Wayne County municipalities and counties across the state, including school districts and local governmental entities, and agencies for the public benefit ("Public Agencies"), through the Collaborative Procurement Plus ("CoPro+") program.

Wayne County is acting as the contracting agency for any other Participating Public Agency that elects to utilize the Contract. Use of the Contract by any Public Agency is preceded by their registration as a Participating Public Agency in Collaborative Procurement Plus ("CoPro+") program.

**Purpose of Cooperative Contract**

1. Provide governmental agencies opportunities for greater efficiency in procuring goods and services
2. Take advantage of state-of-the-art purchasing procedures to insure the most competitive contracts
3. Provide competitive price and bulk purchasing for multiple government agencies that yields economic benefits unobtainable by the individual entity
4. Provide quick and efficient delivery of goods and services
5. Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves

**ADDITIONS:**

**SPECIAL INCENTIVES:** Wayne County "Lead Agency" is interested in any other special programs and alternative recommendations that Proposer's may have. Please discuss these programs, such as customer employee retail discounts, return policies, trade-in programs allowing the return of new product not needed, quantity discounts, green product offering, Michigan made products. For contracts designated to be extended to other schools, municipalities and counties it is expected that Wayne County will see an offer for administrative fees and rebates to assist in the operation of this consortium.

**PRODUCT NUMBERING:** Proposed Product numbers are different from Lead Agency awarded item numbers. Upon award of the Contract, Vendor is required to utilize Lead Agency awarded item numbers for the Contract Term.

**CONTRACT PIGGYBACKING:** Lead Agency will consider piggyback opportunities to extend contracts to Eligible Agencies in order to obtain competitive pricing agreements and other benefits. All provisions of this RFP must be maintained, and piggyback opportunities may only be entered into with the prior approval of Lead Agency. Proposers replying with national contract offering (i.e., Western States Contracting Alliance (WSCA) or US Communities, NJPA) details related to that contract must be included with Proposer's Bid (a copy of that national bid, your company response, documents and/or links for questions and answers).

**ANSWERS TO QUESTIONS:**

Questions obtained during the question deadline. A second question deadline to July 15, 2016 to ensure all questions are answered due to additions, modifications, clarifications, and questions for establishment of a cooperative contract.

<b>OFFICE/SCHOOL SUPPLIES &amp; EQUIPMENT (COOPERATIVE CONTRACT) QUESTIONS &amp; ANSWERS   RFP #37-16-083</b>	
<b>1. Vendors will be required to receive and transmit all order information in .xls and .cxml.</b>	
a. Will xls format be sent via email? How will cXML orders be submitted?	Yes, at a minimum and in the interim. Wayne County is implementing an e-procurement system. As, part of your proposal, include what platforms and options for data exchange are available for transaction reporting and payment options.
<b>2. Vendors will be required to present all product information in electronic catalogs; Wayne County will assist with catalog and technology requirements</b>	
a. Does this mean hosted catalog content?	Yes, custom catalog, contract items with custom core list by customer, aggregated volume contract pricing, savings percentage reflected, with specification sheets(s) to be hosted content on vendor's site. Transaction report linking to Wayne County's e-procurement system. As, part of your proposal, include what platforms and options for data exchange are available for transaction and payment available.
b. Does the RFP accommodate punch-out catalogs?	Potentially, as Wayne County is implementing an e-procurement system. As, part of your proposal, include what platforms and options for data exchange are available for transaction and payment available.
<b>3. Without Usage how will bid be evaluated?</b>	Usage to be based on amounts shown and using your data history with Wayne County last year if applicable. Would also consider other consortium volumes for customer that would be an eligible agency.
<b>4. If an item is a no bid... how is that missing item factored into a suppliers scoring?</b>	Ability to provide goods. Most often occurs in toners, colors offered, and packaging. We want to be able to supply a market basket that captures best value and selection options. To bid catalog discounts, you must bid items if they fall into a grouping

	of items.
<b>5. Will Wayne County ever place orders via, mail, Fax?</b>	It should option; the preferred method will be online ordering with approval levels of or release of order.
<b>6. What is Education/List Price/Government List Price.?</b>	Many companies and manufacturers offer base pricing and/or discounts for organization types that are less than manufacturer's suggested retail price (MSRP), street price but are reduced for education, government, non-profits, and other organizations. Pricing should reflect MSRP, RFP pricing offered, higher aggregated pricing levels.
<b>7. Will usage be provided?</b>	Last fiscal year vendor reporting from a vendor will be posted under Additional Items on MITN in PDF format. We know this is not inclusive of all office supplies. School and other entity supplies to be considered and reviewed annually, at contract renewal when volumes, usage and participation levels .
<b>8. Will Part numbers be provided?</b>	Part Numbers are indicated where required the remaining items are "Vendor Choice" to best meet specification.
<b>9. How will users gain access to our catalog or punch-out to ensure they see correct pricing?</b>	Please clarify as part of your proposal what options are available.
<b>10. Invoicing and Payment</b>	
<b>a. Will credit card ever be used?</b>	It should be available as an option as some eligible agencies use Purchasing Cards. Some vendors offer personal purchase discount programs that permit credit cards, and other forms of electronic payment. As part of your proposal, please describe your company's capabilities.
<b>b. What are the invoicing requirements if paying by PO?</b>	To be Determined.
<b>c. What are acceptable formats for invoices?</b>	One that will include the data fields that reference resulting contract and awarded items numbers.

