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# REQUEST FOR PROPOSALS

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**GENERAL OFFICE SUPPLIES FOR CITY OF O'FALLON  
(WITH OPPORTUNITY FOR JOINT CONTRACT)**



**NOVEMBER 1, 2021  
CITY OF O'FALLON, ILLINOIS  
255 S. Lincoln Ave.  
O'Fallon, Illinois 62269**

**CITY OF O'FALLON, ILLINOIS**  
**GENERAL OFFICE SUPPLIES REQUEST FOR PROPOSALS**

Proposal #: Administration-2021-0001

DATE ISSUED: November 1, 2021

CLOSING DATE: November 22, 2021, by 4:30 P.M.

The City of O'Fallon, Illinois, in partnership with the City of Belleville, Illinois, City of Fairview Heights, Illinois, and O'Fallon School District #90, is requesting proposals from qualified vendors to be a source for general office supplies as outlined below. Please read this entire RFP and submit your proposal in accordance with these instructions. Proposals improperly prepared and submitted may be rejected.

DESCRIPTION OF PROJECT: The City of O'Fallon ("City"), St. Clair County, Illinois, in partnership with other local public entities, will receive sealed proposals for GENERAL OFFICE SUPPLIES until November 22, 2021, at 4:30 P.M. at City Hall, 255 South Lincoln, O'Fallon, Illinois 62269. The sealed proposals must be delivered to City Hall, during regular business hours, prior to the stated closing time and date.

No proposer may withdraw his proposal for a period of thirty (30) days after the actual date of the opening thereof. The City of O'Fallon, Illinois, and all other involved entities reserve the right to reject any or all proposals and to waive any informalities or technicalities in the proposal.

All proposals should be addressed to:

Greg Anderson, Management Analyst  
RE: GENERAL OFFICE SUPPLIES  
O'Fallon City Hall  
255 South Lincoln Avenue  
O'Fallon, Illinois 62269

Deadline for submissions is November 22, 2021, by 4:30 P.M. Proposals will be evaluated beginning on November 29, 2021.

Provisions: The City of O'Fallon retains the right to reject any or all proposals, to waive technicalities, and accept the proposal which they believe to be the most advantageous to the City.

# Section 1 – General Information and Background

## A. Introduction and Background

The City of O’Fallon, Illinois, in partnership with the City of Belleville, Illinois, City of Fairview Heights, Illinois, and O’Fallon School District #90, is requesting proposals from qualified vendors to be the source of general office supplies and related services. A joint contract with all entities is estimated to have \$150,000 - \$200,000 in purchases annually. Most orders are placed online and invoiced monthly. The City aims to implement an efficient purchasing process for general office supplies and related services with the potential for a joint contract. Should the City enter into a joint contract with the vendor and other public entities, each entity is required to order, receive, and pay for their own office supplies and products. The City of O’Fallon will not be held responsible for a centralized purchasing program for centralized purchasing between all entities. Periodically, the City requests proposals from vendors in order to assure that the City is getting the best pricing and services available.

The City understands that many entities purchase general office supplies and various products by adopting a pre-existing national or regional contract (“piggybacking”). The City has previously done this and will consider this option but will also consider proposals from local companies that can provide competitive pricing and services.

Specifications included in this packet are based on current available information and are not binding. It will be the responsibility of the successful proposer to verify all information with the City before issuing the contract and providing services.

## B. Organization

This Request for Proposals is divided into the following parts:

Section 1 – Introduction and Background .....	Pg. 3
Section 2 – General Office Supply Specifications .....	Pg. 4
Section 3 – Response Submission Information .....	Pg. 8
Section 4 – Proposal Evaluation .....	Pg. 10
Attachment A – Schedule of Prices .....	Pg. 13

## C. RFP Schedule:

<b>DATE</b>	<b>TIME</b>	<b>ACTION</b>
November 1, 2021	8:30 A.M.	Distribution of RFP
November 22, 2021	4:30 P.M.	Sealed responses due to City Hall
December 3, 2021	N/A	Initial Evaluations Complete
December 27, 2021	5:30 P.M.	Recommendation of Award to Finance Committee
January 3, 2021	7:00 P.M.	Contract Approval from City Council
January 10, 2021	N/A	Implementation Date of Contract

**D. Submitted Questions**

Requests for clarification or additional information from potential proposers must be submitted via e-mail to Greg Anderson, Management Analyst, at ganderson@ofallon.org before November 19, 2021 at 4:30 P.M.

**E. Amendments**

The City reserves the right to officially modify or cancel the RFP after issuance. In the event of a material modification, all known and/or potential proposers will be notified of an amendment to this RFP.

## **Section 2 – General Office Supply Specifications**

The City of O’Fallon, Illinois, in partnership with the City of Belleville, Illinois, City of Fairview Heights, Illinois, and O’Fallon School District #90, is requesting proposals from qualified vendors for general office supplies, various products, and related services.

The successful Respondent will:

1. Provide an online order service capable of managing authorized orders from City employees, ship-to addresses, department names and locations, and charge information
2. Provide a wide range of products available for immediate delivery
3. Will allow for designated City personnel to be assigned as system administrators to manage and monitor fixed contract pricing and catalog pricing that may result from this proposal
4. Deliver, next day, office supplies to identified locations and will pick up or allow designated returns for return-to-stock processing and account crediting. A regional contract would require delivery to multiple locations
5. Provide a means for the City to track and analyze spending

The selected respondent must have experience in the fulfillment, servicing, systems support, reporting, and management of office supplies sales and services.

**A. Brand Names**

References to brand names and/or numbers in the solicitation are intended to be descriptive. If the specific product listed in this proposal cannot be supplied by the prospective vendor, equivalent items meeting the standards of quality will be considered. Unless a vendor indicates otherwise, it is understood that the vendor is offering the referenced brand name as specified in the solicitation. The City will also take prospective cost-savings into account when reviewing proposals. The City reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced. The City may require the supply of additional descriptive material and a sample.

**B. Samples**

Samples of goods may be required prior to award to determine the prospective vendor’s responsiveness to the RFP’s requirements. If requested, such samples must be provided at no cost and delivered to the address specified within the timeframe identified in the notification. Failure to submit samples as specified may be grounds for rejection of a vendor’s proposal. Unless expressly set

forth in the solicitation, the sample of goods furnished must be identical in all respects to the product or products being offered.

C. **Work Plan Methodology**

The prospective vendor shall provide a project plan that describes how the vendor intends to implement the purchasing process for general office supplies for each organization, including the process to convert the current office supply accounts, if applicable. The description shall include, but is not limited to, the following:

1. Account team structure and roles that will service the City (including description of sales contacts, account team support, and periodic review process)
2. Communication process with purchasers
3. Customized ordering process and websites or catalogs that reflect Contract Items and Contract Pricing, including distribution of catalogs and capabilities to block ordering on an individual account, product lines, or other basis
4. Time Schedule
5. Billing and Invoicing Process

D. **Order Process**

Describe the process to establish an online ordering account for a City employee, including how the individual users would be linked together and identified. Describe the ordering process and the various options available (e.g., Internet access, telephonic, etc.) and include the acknowledgement process. The Vendor is required to maintain a phone number for ordering, inquiries, and customer service. Describe how back-ordered or out-of-stock products are handled during the ordering process.

The City aims to implement a purchasing process possibly requiring an online approval process to be incorporated into the online ordering system. The proposer should provide ample details on how their company's online ordering system will handle this request.

E. **Customer Service**

Describe the level of customer service that will be provided, including procedures that will ensure consistency and problem resolution. The description should include, but is not limited to:

1. Customer service organizational structure
2. Contact process (phone, email, fax, etc.)
3. Follow up process
4. Process to handle back ordered or out-of-stock products, including alternate suggestions and pricing policy
5. Internal procedures to track customer service contact and resolution

6. Outline how complaints are resolved and how the resolution of complaints or similar issues are communicated

**F. Qualifications**

Minimum qualifications include:

1. Provide an online ordering system capable of centralized purchasing
2. Provide standard services to all entities entering into a joint contract
3. Accept credit cards for emergency purchases
4. Have a telephone contact number that is answered by a live person during normal business hours Monday through Friday 8:00 A.M. – 5:00 P.M. CST
5. Provide references which can attest to the type and quality of the vendor's services

**G. Insurance Requirements**

Contracted vendor will maintain general commercial liability in the amount of \$500,000.

**H. Legal Compliance**

Contracted vendor must comply with all local ordinances, and all state and federal laws and regulations, including (but not limited to) permits, licenses, health/sanitary and tax issues.

**I. Joint Procurement**

This RFP represents joint purchasing efforts from the City of O'Fallon, Illinois, City of Belleville, Illinois, City of Fairview Heights, Illinois, and O'Fallon School District #90. Each organization has the right to enter into an agreement or reject all proposals. Should the City enter into a joint contract with the vendor and other public entities, each entity is required to order, receive, and pay for their own office supplies and products. The City of O'Fallon will not be held responsible for a centralized purchasing program for centralized purchasing between all entities.

Attachment B represents all items identified from each organization.

Under Illinois statutes, the City is allowed to join/"piggyback" on an existing contract from another entity that was competitively bid. If the proposer is providing pricing based on an existing contract with a qualified entity, that information must be submitted in the proposal, along with contact information and date the contract expires.

**J. Term of Contract**

The term of contract will be for two (2) years with three (3) one-year renewal options, if awarded directly to vendor. The term will be at least one (1) year if awarded through an existing contract from another entity.

**K. Payment**

The selected vendor acknowledges that the City is a unit of local government and that all payments under the contract are subject to Local Government Prompt Payment Act, 50 ILCS 505 et seq. To that extent, the City shall have thirty (30) days from receipt of a bill or invoice to pay the same before it is considered late under the contract. Late fees will not be assessed.

**L. Pricing and Contract vs. Non-Contract Products**

Prospective vendors submitting a proposal must submit fixed pricing as required by Attachment B: Schedule of Prices. Pricing shall include all anticipated charges, including but not limited to, freight and delivery, cost of materials and product, overhead, profits, and other costs or expenses incidental to the vendor's performance, there shall be no hidden costs. Include all costs and information on Attachment B. Include additional sheets with information if necessary.

The prospective vendor shall describe the process used to evaluate purchasing patterns that result in the identification of items that may be eligible to add to the list of Contract Items and opportunities for price reductions to existing Contract Items (or substitutions) during the term of any resulting agreement.

The City has a governmental exemption from payment of the Retailer's Occupation Tax, the Service Occupation Tax (both state and local) the Use Tax, and the Service Use Tax, as required by Illinois law. This exemption is automatically renewed by the Illinois Department of Revenue every five years.

The prices proposed in the prospective vendor's response will be valid for the original term after any resulting agreement is signed. The vendor must explain the proposed process to implement price changes, including the process to update catalogs and websites. All pricing must be uniform to all City offices and facilities.

It is expected that all prospective vendors to this solicitation will offer the vendor's best government or comparable favorable rates.

**M. Contract Management**

Effective management of the initial core contract product list is crucial to the success of the vendor-customer partnership. It is understood that over the course of the initial contract term, certain products may be discontinued by the manufacturer, or undergo changes in design, color, and packaging. The prospective vendor must describe the process used to effectively manage this change.

Products should be maintained at the same unit of measure originally bid. Any products that are discontinued due to manufacturer "repackaging" must be added back to the contract at the equivalent original bid pricing. Notification of products dropped from the contract must occur within 30 days of product discontinuation.

**N. Reports**

The prospective vendor shall describe the common user reports that are available (i.e. cost-savings tracking, delivery report, itemized usage report, contract maintenance report). Include the type of report, the information provided in the report, the frequency of the report, the process to request the report, and the process used to deliver the report. Vendors are encouraged to include a sampling of common reports. Reports are to be delivered electronically in a format that is conducive to analysis.

**O. Packaging**

All products must be new and must be delivered in the manufacturer's standard package. Prices shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents.

Each shipment shall include a packing slip showing the buyer, ordering date, ordering department, building and office number, the item number; product description, quantity ordered, all pricing, quantity shipped and backordered items, including the expected ship date.

## **Section 3 – Response Submission Information**

### **A. Proposal Submission**

Proposals are to be submitted in a sealed envelope or package, no later than November 22, 2021, at 4:30 P.M., to Greg Anderson, Management Analyst, 255 S. Lincoln, O'Fallon Illinois. Include Proposal # on the outside of the envelope or package, RE: GENERAL OFFICE SUPPLIES. Late proposals will not be accepted.

Proposers accept all risks of late delivery of mailed proposals regardless of fault. Facsimile and other electronically transmitted proposals will not be considered. All proposals and accompanying documentation will become the property of the City and will not be returned.

### **B. Terms and Conditions**

1. The City reserves the right to change the Proposal schedule or issue amendments to the RFP at any time. The City reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The City reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the proposal. This RFP does not obligate the City to accept or contract for any expressed or implied services.
2. The City will not reimburse any vendors for any costs involved in the preparation and submission of responses to this notice.
3. Vendors shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of services, now in effect, or which may become in effect during the performance of the contract.
4. Upon submission of the proposal, it is understood that the proposal will remain valid through December 22, 2021.
5. In the event that the vendor to whom the services are awarded does not execute a contract within thirty (30) calendar days after approval, the City may give notice to such vendor of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly.
6. The contract may be terminated by either party by giving a written notice to the other party at least ninety (90) calendar days before the proposed terminated date. This provision may be exercised only after the contract has been in effect for at least six (6) calendar months. Under no circumstances will any damages be paid as a result of the termination of this contract. If the vendor



exercises the right to terminate the contract early, they cannot submit future proposals to the City for a period of three (3) years.

7. The City reserves the right to terminate the "General Office Supplies Contract" without a 90-day written notice if the awarded vendor fails to comply with any of the terms and conditions of this RFP.
8. The City also reserves the right to cancel its contract without a 90-day written notice if the vendor is sold or merged with another supply vendor. However, an automatic continuation of all terms of the agreement in the event of a merger or acquisition may occur as long as the vendor guarantees in writing that they will continue to meet all required terms of the agreement and the City agrees in writing to the continuation of the agreement.
9. Proposers shall thoroughly examine and be familiar with the scope of services. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer of obligations with respect to this RFP or the subsequent contract.

#### A. **Proposal Format/Required Sections**

1. **Cover Letter:** The cover letter should contain the name of the proposing vendor, the address of the proposing corporate office and locations where orders will be fulfilled, and the individuals authorized to answer technical, price, and contract questions. Include the individual's phone, fax number and mailing address.
2. **Table of Contents:** The proposal should contain a Table of Contents section at the beginning of the proposal that includes all contents and attachments.
3. **Account Representative and Support Team:** This section should include the full name and principal address of the vendor and any locations where orders will be fulfilled.  
  
Describe the staff team and account representative which would service the contract. Include a listing of individuals on the staff team, along with name, title, and length of service with the vendor.  
  
This section should also include the range of vendor services performed by the office and the vendor's background in providing services to public entities, particularly City Government.
4. **Scope of Required Services:** Describe the scope of the required services to be provided. Include the completion of Appendix B (Schedule of Prices) and a discussion of the approach to offer required services and meet the requirements of the RFP.
5. **Proposed Schedule of Implementation:** Include a proposed implementation schedule. Include the transition plan approach and timeline defining implementation periods and defined responsibilities. This section should fulfill the request listed in Section 2 – C. Work Plan Methodology.
6. **References:** Provide three (3) client references including client name, contact personnel, address, and telephone numbers for clients who are currently provided similar services, preferably other governmental units, that the City may contact.

7. **Concluding Remarks and Additional Data/Information:** Include any final comments or further elaboration deemed necessary to gain a better understanding of proposed services and/or capabilities. The proposer may include any additional information, schedules, or attachments.

## **Section 4 – Proposal Evaluation**

Proposals will be evaluated by a committee of City staff who will develop and implement a centralized purchasing process for general office supplies and related services. Evaluations will be based on criteria outlined herein which may be weighted by the City in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting.

It is the intent of the City to select a vendor who has developed excellent relationships with customers with proven records of securing low pricing, supply availability, and added value.

The City reserves the right to consider the proposal with the best cost-savings opportunity, or in any way determined to be in the best interests of the City. Award will be based on the following factors (where applicable):

- a. adherence to all conditions and requirements of the RFP
- b. supply availability and pricing
- c. qualifications of the bidder
- d. verifiable customer service
- e. additional services offered beyond the scope of work, including past performance, financial responsibility, general reputation, experience, service capabilities, and any discounts/incentives.

### **A. Award of Contract**

The City will review all qualified proposals and may choose to rank/short list the top two (2) for further evaluation. The City reserves the right to ask additional questions or request clarifications of all proposers during the evaluation process as outlined in the RFP.

If it is necessary to conduct interviews, the City will choose the qualified vendors and schedule interviews accordingly.

Evaluation Factors will be as follows:

1. Costs to the City which should be stated in the proposal and outlined on Attachment A
2. Proven experience, reliability, and service of the vendor's organization, as well as qualifications of personnel proposed to service the City
3. Ability to address the needs of the City through pricing of supplies and related services
4. Capabilities to implement a centralized purchasing process and online ordering processes
5. Work plan methodology
6. Client references, including recent local government clients
7. Value added services

8. Any discounts, rebates, or incentives for using proposer's contracted services for general office supplies and related services

PLEASE SUBMIT THE FOLLOWING  
PAGES WITH YOUR PROPOSAL

ONE (1) ORIGINAL AND THREE (3) COPIES

## ATTACHMENT A: SCHEDULE OF PRICES

Item	Size/Type	Estimated Volume <i>(all entities)</i>	Price
Paper – Letter Pad	Letter size	100	
Paper – Legal Pad	Legal size	100	
Paper - Writing Pad	5 x 8	120	
Paper – Memo Notebook	Individual	75	
Spiral Notebook - College Ruled - 100 Sheets Letter Size	Individual	100	
Receipt Paper – Thermal Roll - 3 Ply - 3" X 100'	Individual	150	
Receipt Paper - Thermal Roll - 2 Ply - 3" X 100'	Individual	250	
Rediform Follow-up Voice mail Logbook - 500 Sheets	Individual	10	
Paper – Parchment Gold	Standard package	10	
Copy Paper - Letter Size - 92 Brightness - 20lb (10 reams per case)	40 case pallets	4	
Report Covers	Letter size	100	
Labels – Address	Standard package	10	
Labels – Address	Box of 3000	4	
Labels – Brothers Tap	Standard package	10	
Envelopes – 10 X13	10 x 13 (box of 100)	30	
Envelopes – 9 X 12	9 x 12 (box of 100)	78	
Envelopes – 6 X 9	6 x 9 (box of 100)	32	
Envelopes - 6 x 9 brown kraft	Standard package	12	
#15 Clasp Envelopes	Box of 100	10	
Envelopes - 6" X 9" bubble mailer	Pack of 12	5	
Pens – Black	Standard package	16	
Pens – Blue	Standard package	6	
Pens – Red	Standard package	5	
Pencils	Standard package	5	
Mechanical Pencils	0.9 mm	11	
Mechanical Pencils	0.5 mm	7	
Lead refills	0.9 mm	5	
Staplers	Commercial desk stapler, 20 sheets capacity, black	34	
Staples	Standard, 5 pack	311	
Staples	Pack of 5000	100	
White Out/Correction Tape	Pack of 10	261	
Paper Clips – Regular	Standard package	182	

Paper Clips – Jumbo	Standard package	408
Binder Clips - Mini	Standard package	44
Binder Clips – Small	Standard package	56
Binder Clips – Medium	Standard package	39
Binder Clips – Large	Standard package	30
Binders – ½ Inch	1/2 inch	9
Binders - 1/2 Inch	Mini Durable View 3-Ringer Binder, 1/2" round rings, black	9
Binders - 1/2 Inch	Durable View 3-reing binder, 1/2", round rings, white	105
Binders - 5 inch	5 inch	5
Binders - 2 inch	2 inch	26
Index Cards – blank 3x5	3 x 5	18
Tape Dispensers	Standard package	65
Tape Refills	Standard package	125
Sticky Tabs	1 inch	25
Sticky Tabs	.5 inch	25
Sticky Tabs – Sign Here	Standard package	35
Desk Pencil Holder	Standard package	10
Desk File Holder	Standard package	5
Envelope Opener	Standard package	5
Incoming/Outgoing Desk File	Standard package	5
Legal File Folders	Standard package	13
Regular File Folders	Standard package	13
Expandable Folders	Standard package	10
Highlighters	Blue	35
Highlighters	Yellow	25
Highlighters	Green	25
Highlighters	multi pack	25
DVD-R	Standard package	10
DVD-R white inkjet printable (100)	100 pack	10
CD-R 100 pack	100 pack	10
CD windows envelopes	Standard package	10
Storage Boxes	Standard package	5
Calculators	Standard package	5
Calculator Ribbon - Red/Black pack of 12	Standard package	5
Calculator Paper - 2 1/4" by 100'	Pack of 6	25
Dividers – 8 Tab	8 tab	10
Folder – Letter 3 Tab	letter 3 tab	10
Permanent Marker	Black	5
Permanent Marker	Red	5
Permanent Marker	Blue	5
Permanent Marker	Green	5

Dry erase marker	Black	5
Dry erase marker	Red	5
Dry erase marker	Blue	5
Dry erase marker	Green	5
Dry erase board cleaner	Standard package	5
Post Its – small	1.5 x 2	40
Post Its – regular	3 x 3	40
Desk Calendar	21 3/4 x 17	50
Key Tags	Standard package	50
Cardstock	Letter size and various colors	10
Stamp Pad	2 1/8 x 3 1/4	10
Stamp Ink Refills	Standard package	1
Receipt Book	Standard package	5
Rubber Bands	1/2 x 1/8	5
Rubber Bands	3 x 1/8	5
Rubber Bands	7 x 1/8	5
AAA Batteries	Standard package	16
AA Batteries	Standard package	16
C Batteries	Standard package	15
D Batteries	Standard package	15
9V Batteries	Standard package	15
Canned Air	Standard package	20
Disinfectant Wipes	Standard package	150
Hand Sanitizer	Standard package	50
Lens/Monitor Wipes	Standard package	25
HP Printer toner	83A	5
HP Printer toner	05A	7
HP Printer toner	64A	5
HP Printer toner	26A	5
HP Printer toner	131A	5
HP Printer toner	78A	5
HP Printer toner	96	5
HP Printer toner	97	5
HP Printer toner	58A	5
Lexmark T650A11A toner	Standard package	5
Plastic forks	Bulk	5
Plastic spoons	Bulk	5
Plastic knives	Bulk	5
Coffee sugar	Bulk	5
Coffee creamer	Bulk	5
Coffee creamer	Flavored- French Vanilla	5
Coffee	Bulk	25
Low-calorie sweetener	generic pink	5
Low-calorie sweetener	generic yellow	5

Low-calorie sweetener	generic blue	5
12-ounce cups	B	5
Laminating pouches – 2 X 3	2 x 3	5
Laminating pouches – 3 mil	3 mil	105
Laminating pouches – 5 mil	3 mil	105
Multipurpose Copy Paper	8 x 11	250
White Board	24 x 18	2
White Board	48 x 36	2
White Board	72 x 40	2
Paper - Notebook Filler	Wide-Ruled, 8 x 10 1/2", 3-hole punched, white, back of 150	58
Paper - Composition Book	Standard Composition Book, 6 7/8" x 8 1/2", Wide Ruled, 40 Sheets	172
Paper - Composition Book	Composition Notebook, 9-3/4" x 7-1/2", wide ruled, 100 sheets, blue	15
Paper - Composition Book	Composition Notebook, 9-3/4" x 7-1/2", wide ruled, 100 sheets, green	14
Paper – Blue Construction	PAPER,CONST,BLUE,12X18	696
Paper – White Construction	PAPER,CONST,12X18WHTGW	1900
Paper – Yellow Construction	SUNWORKS YELLOW 12X18 CONS	1041
Paper - Tan Construction	PAPER,CONST,TAN,12X18	125
Paper - Violet Construction	SunWorks® Construction Paper, 12" x 18", Violet, Pack Of 50	239
Paper - Warm Brown Construction	PAPER,CONST,WMBRN,12X18	411
Paper - Black Construction	SUNWORKS BLACK 12X18 CONS	516
Paper - Pink Construction	SUNWORKS PINK 12X18 CONS	256
Paper - Holiday Red Construction	SUNWORKS HOL RED 12X18 CON	246
Paper - Holiday Green Construction	SUNWORKS HOL GREEN 12X18 CO	390
Paper - Sky Blue Construction	PAPER,CONST,SKYBLU,12X18	236
Paper - Orange Construction	SUNWORKS ORANGE 12X18 CON	150
Paper - Forest Green Construction	PAPER,CONST,FSTGRN,12X18	156
Paper - Turquoise Construction	PAPER,CONST,TURQ,12X18	46
Paper - Light Blue Construction	PAPER,CONST,12X18,GW,LT BLUE	136
Chart Tablet	TABLET,CHART,1.5"RLD,24X32	296
Chart Tablet - Ruled	Chart Tablet, 24" x 16", 1 1/2" Ruled, 25 Sheets	264
Paint	Crayola® Washable Watercolor Set With Brush, Assorted Colors	243
Sheet Protectors	Heavyweight Sheet Protectors, 8-1/2 x 11', clear, non-glare, pack of 100	445
Pens	PEN,BALL,XFINE,PRECISE,PV5,BLU	1
Pens	PEN,BALLPOINT,FINE,BLK	1



Pens	PEN,BIC,GRIP/RNDSTCK,PURPLE,DZ	33
Pens	PEN,BP,ATLANTIS,MEDIUM,DZ,BLK	1
Pens	PEN,BP,MED,300RT,24PK,ASTD	1
Pens	PEN,BPOINT,FASHION,RT,AST	1
Pencils - Colored	PENCILS,COLORED,CRAYOLA,12PK	198
Pencil Sharpener	SHARPNR,PENCIL,SCHOOL PRO	15
Glue	school glue, 4 oz	20
Glue stick	classroom, 30 pack	65
Scissors	Blunt Scissors 5 Inch 2 Pack	40
Magnetic Clips	2-1/4", silver, pack of 3	92
Sticky Tabs	TABS,DURABLE,2",24PK,ASTD	26
Sticky Tabs	Filing Folder tabs, 2", assorted colors, pack of 24	1
Desk Pencil Holder	jumbo mesh	3
Clipboard	100% Recycled Hardboard Clipboard, Letter Size, 9" x 12 1/2", Brown	68
Hanging Folders	Hanging Folders, 1/5 Cut, Letter Size, 100%, Recycled, Green, Pk of 25	306
Regular File Folders	1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Folders	870
Manila Folders - Legal - 1/3 Tab	Box of 100	100
Manila Folders - Letter - Full tab	Box of 100	50
Manila Folders - Legal - Full Tab	Box of 100	50
Manila Folder - Letter - End Tab	Box of 100	20
Manila Folder - Legal - End Tab	Box of 100	20
Folders - Red 2 Pocket w/ Fasteners	Poly 2-Pocket Portfolio With Fasteners, Red	237
Folders - Blue 2 Pocket w/ Fasteners	Poly 2 Pocket Folder, Blue	30
Folder - 2 pocket	Pack of 10	5
Highlighters	Chisel-Tip Highlighters, Fluorescent Colors, Pk of 12	44
Highlighters	Yellow, 12 pack	1
Hooks	COMMAND,HOOKS,LG,WHT,14 Pk	31
Dividers – 8 Tab	DIVIDERS,8TAB,5 SETS,W/WHT LBL	3
Dividers – 8 Tab	dividers,od,ins,xw,8st,astd	8
Crayons	Crayola, 24 pack	117
Washable Marker	Crayola® Ultra-Clean Washable Color Markers, Broad Tip, Assorted Classic Colors, Box Of 8	141
Washable Marker	Crayola Broad Line Markers, Associated Classic, Box of 10	81
Permanent Marker	Sharpie, fine, dozen, black	144
Permanent Marker	MARKER,SET,FLIP CHART,8 COLOR	48

Permanent Marker	MARKER,PERM,UFINE,SHARP,DZ,BLK	48
Dry erase marker	EXPO® Chisel-Tip Dry-Erase Markers, Black, 36 pack	8
Dry erase marker	EXPO® Chisel-Tip Dry-Erase Markers, Assorted Colors, Pk of 4	186
Dry erase boards	Unlined, Unframed melamine whiteboard surface 9 x 12", white	10
Dry erase boards	mini, magnetic dry-erase whiteboard, 11" x 14", plastic frame with black finish	30
Dry erase eraser	ERASER, MAGNETIC, DRY ERASE	3740
Dry erase board cleaner	CLEANER,DE BOARD,EXPO,22oz	32
Post Its – regular	3" x 3", Assorted Vivid Colors, 100 Sheets Per Pad, Pack Of 12 Pads	56
Post Its - regular	3" x 3", sticky notes, yellow, 100 sheets per pad, pack of 18	60
Post Its – small	1-1/2" x 2", yellow, 100 sheets per pad, pack of 12 pads	102
Desk Calendar	CALENDAR,DESK,AY21,17X10	3
Post-it® Super Sticky Easel Pads	25" x 30", White, Pack Of 6 Pads	57
Eraser Caps	Eraser Caps, Assorted Colors, Pack Of 72	27
Erasers	medium, pack of 3	38
Cardstock	30% recycled heavyweight index card stock, 8 1/2" x 11", 90 lb, white, pk of 250	91
Cardstock	8 1/2"x11", 110 lb, ivory, pack of 250 sheets	26
Cardstock	8.5" x 11", 65 lb, "happy" 5 color assortment, 250 pack	88
Rubber Bands	RUBBERBAND,PCG,#117B,7",1#	16
Rubber Bands	RUBBERBANDS,#54,1LB	3
Rubber Bands	RUBBERBAND,SIZE 33,1LB	2
Rubber Bands -3 1/2 x 1/8	1 lb bag	5
Rubber Bands - 3 1/2 x 1/16	1 lb bag	5
Rubber Bands - 7 x 1/8	1 lb bag	2
C Batteries	c coppertop, 8 pack	2
Disinfectant Wipes	DISENFECTING,WIPES,75%ALC,80CT	80
Hand Sanitizer	HAND SANTZR,PURELL,8OZ,PUMP	106
Laminating pouches –letter size	POUCH,LAMINATING,LETTER SIZE	19
Multipurpose Copy Paper	10-REAMS/CA,WHITE	7000
Multipurpose Copy Paper	PAPER,COPY,8.5X11,500SH,GRN	25
Multipurpose Copy Paper	PAPER,COPY,8.5X11,500SH,LILAC	20
Multipurpose Copy Paper	PAPER,COPY,8.5X11,500SH,PINK	144
Multipurpose Copy Paper	Paper,Copy,8.5X11,Blue,5M	1

Multipurpose Copy Paper	PAPER,COPY,8.5X11,RE-ENTRY,RED	2
Multipurpose Copy Paper	PAPER,COPY,8.5X11,YEL,500SH	60
Multipurpose Copy Paper	PAPER,CPY,8.5X11,500SH,ASTD	1
Multipurpose Copy Paper	PAPER,CPY,8.5X11,500SH,SALMON	15
Multipurpose Copy Paper	PAPER,CPY,8.5X11,RM,GOLDENROD	45
Plastic Storage Box	Box, Plastic Storage Container, 3.0 liters, clear	19
Plastic Storage Box	BOX,64 LITRE,CLEAR	3
Plastic Storage Box	BOX,STORAGE,9 LITER,CLEAR	27
Plastic Storage Box	Container with built-in handles and snap lid, 4 litters, 14 5/8" x 10 1/4" x 3-3/8", clear	20
Plastic School Box	Cra-Z-Art Plastic School Box, 2- 3/16"H x 5-3/16"W x 8"D, Clear	156
Plastic School Box	Cra-Z-Art Plastic School Box, 2- 3/16"H x 5-3/16"W x 8"D, Assorted Colors	15
Box	Letter/Legal File	42
Aluminum Form Holder - Top Opening - Letter	Standard package	10
Plastic Convertible Badge Holder	Pack of 6	15
HP 63 XL - Black		3
HP 63 XL - Tri Color		3
HP 204A - Black		4
HP 204A - Yellow		4
HP 204A - Cyan		4
HP 204A - Magenta		4
HP 206A - Black		4
HP 206A - Magenta		4
HP 206A - Cyan		4
HP 206A - Yellow		4
HP 17A - High Yield		4
HP 305A - Black		4
HP 305A - Magenta		4
HP 305A - Cyan		4
HP 305A - Yellow		4
HP 30A - Black		10
HP 12A - Black		5
HP 80A - Black		5
HP 962 - Black		4
HP 962XL - Black		4
HP 962 - Cyan		4
HP 962 - Magenta		4
HP 962 - Yellow		4
Epson 802 - Black		2

<b>Epson 802 - Black/Cyan/Magenta/Yellow</b>	<b>4</b>
<b>Epson 802XL - Black/Cyan/Magenta/Yellow</b>	<b>2</b>
<b>Brother TN-420 - Black</b>	<b>6</b>