CITY OF NEWTON
PURCHASING DEPARTMENT

CONTRACT FOR THE NEWTON PUBLIC SCHOOLS

PROJECT MANUAL:

NPS - SUPPLY & DELIVER INSTRUCTIONAL SUPPLIES

INVITATION FOR BID #14-103

Bid Opening Date: April 3, 2014 at 11:00 a.m.

MARCH 2014

Setti D. Warren, Mayor

CITY OF NEWTON

PURCHASING DEPARTMENT

INVITATION FOR BID #14-103

The City of Newton (City) invites sealed bids from Contractors for:

NPS - SUPPLY AND DELIVER INSTRUCTIONAL SUPPLIES

Bids will be received until: **11:00 a.m., Thursday, April 3, 2014**
at the Purchasing Department, Room 204, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. Bids will not be accepted nor may submitted bids be corrected, modified or withdrawn after the deadline for bids. Following the deadline for bids, all bids received within the time specified will be publicly opened and read aloud.

Contract Documents will be available on line at **www.newtonma.gov/bids** or for pickup at Newton City Hall, Room 204, Purchasing Department, 1000 Commonwealth Avenue, Newton Centre, MA 02459 after **10:00 a.m., March 20, 2014.**

There will be no charge for contract documents.

Bid surety is **not** required with this bid.

A single award will be made to the lowest, responsive and responsible bidder **based on aggregate category totals (A, B, C, D, E, F, G, H) with the exception of category Z which will be awarded by line item.** If bidding on categories A–H, **any bidder not providing prices for all line items** will be deemed non-responsive and will therefore be rejected. Multiple awards may occur under this contract. **This will be a one-time purchase. Contractors will receive a Purchase Order for the items that are awarded to them.**

Inside deliveries to all 22 schools is required on or no later than August 15, 2014 for Categories (B-H) and Z. The final delivery date for Category A shall be no later May 15, 2015 unless authorized by the Newton Public Schools' Purchasing Department. The dollar value of the contract may not be increased by an amount more than twenty five percent (25%) of the contract total, and then only in accordance with M.G.L. c.30B, §13.

All bids must be submitted in the manner and form prescribed by the Invitation for Bid (IFB) which controls award of the contract.

All bids are subject to the provisions of M.G.L. Chapter 30B. F.O.B. Destination inside 22 individual schools, Newton, MA.

All bids shall be submitted as **one (1) ORIGINAL and two (2) COPIES.**

All City bids are available on the City's web site at **www.newtonma.gov/bids**. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email to purchasing@newtonma.gov with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City will reject any and all bids in accordance with the above referenced General Laws. In addition, the City reserves the right to waive any informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

CITY OF NEWTON

Nicholas Read
Chief Procurement Officer

March 20, 2014

CITY OF NEWTON

DEPARTMENT OF PURCHASING

INSTRUCTIONS TO BIDDERS

ARTICLE 1 - BIDDER'S REPRESENTATION

1.1 Each General Bidder (hereinafter called the "Bidder") by making a bid (hereinafter called "bid") represents that the Bidder has read and understands the Bidding Documents, Contract Forms, General Conditions, Conditions of the Contract, General Requirements and Project Specifications (collectively, referred to as the "Contract Documents") and the bid is made in accordance therewith.

1.2 Failure to so examine the Contract Documents will not relieve any Bidder from any obligation under the bid as submitted.

ARTICLE 2 - REQUEST FOR INTERPRETATION

2.1 Bidders shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, and local conditions.

2.2 Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the *Chief Procurement Officer*, at purchasing@newtonma.gov or via facsimile (617) 796-1227. The City will only answer such requests if received by **Friday, March 28, 2014 at 12:00 noon**. In the event that the bid opening date is changed, the deadline for informational requests may also change as provided in an addendum issued by the City.

2.3 Interpretation, correction, or change in the Contract Documents will be made by addendum which will become part of the Contract Documents. The City will not be held accountable for any oral communication.

2.4 Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents. Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents. Receipt of all addenda issued must be acknowledged in the Bid Form. YOUR FAILURE TO ACKNOWLEDGE ALL ADDENDA MAY RESULT IN YOUR BID BEING REJECTED AS NON-RESPONSIVE.

2.5 Copies of addenda will be made available for inspection at the location listed in the Invitation for Bids where Contract Documents are on file, in addition to being available online at **www.newtonma.gov/bids**.

2.6 Bidders or proposers contacting ANY CITY EMPLOYEE regarding an Invitation for Bid (IFB) or a Request for Proposal (RFP), outside of the Purchasing Department, once an IFB or RFP has been released, may be disqualified from the procurement process.

2.7 Bidders downloading information off the internet web site are solely responsible for obtaining any addenda prior to the bid opening. If the bidder makes itself known to the Purchasing Department, at purchasing@newtonma.gov or via facsimile (617) 796-1227, it shall be placed on the bidder's list. Bidders must provide the Purchasing Department with their company's name, street address, city, state, zip, phone, fax, email address and **INVITATION FOR BID #14-103**.

ARTICLE 3 - MBE PARTICIPATION

3.1 Notice is hereby given that the Mayor's Affirmative Action Plan for the City of Newton in effect at the time of this solicitation is applicable to all construction contracts in excess of $10,000.00.

3.2 Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program in effect at the time of this solicitation are applicable to all City contracts for goods and services in excess of $50,000.00.

3.3 Copies of the Plans and Program referred to in Sections 3.1 and 3.2 are available at: **www.newtonma.gov/purchasing**.

ARTICLE 4 - PREPARATION AND SUBMISSION OF BIDS

4.1 Bids shall be submitted on the "Bid Form" as appropriate, furnished by the City.

4.2 All entries on the Bid Form shall be made by typewriter or in ink.

4.3 Where so indicated on the Bid Form, sums shall be expressed in both words and figures. Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.

4.4 The Bid, including the bid deposit shall be enclosed in a sealed envelope with the following plainly marked on the outside:

* GENERAL BID FOR: **#14-103**

* NAME OF PROJECT: **NPS – Supply and Deliver Instructional Supplies**

* BIDDER'S NAME, BUSINESS ADDRESS, AND PHONE NUMBER

4.5 Date and time for receipt of bids is set forth in the Invitation for Bids.

4.6 Timely delivery of a bid at the location designated shall be the full responsibility of the Bidder. In the event that Newton City Hall is closed on the date or at the time that bids are due, the date and time for receipt of bids shall be on the next business day following that the Newton City Hall and the Purchasing Department are open.

4.7 Bids shall be submitted with one **original** and two **copies.**

4.8 Be advised that a new Massachusetts law has been enacted that required all employees who work on Massachusetts public works construction sites must have no less than 10 hours of OSHA-approved safety and health training. See Chapter 306 of the Acts of 2004, which became effective July 1, 2006.

1. This requirement will apply to any general bid or sub bid submitted.
2. This law directs the Massachusetts Attorney General to restrain the award of construction contracts to any contractor who is in violation to this requirement and to restrain the performance of these contracts by non-complying contractors.
3. The contractor and all subcontractors on this project will be required to provide certification of compliance with this requirement. Non-compliance with this law will disqualify you from bidding on public contracts.

ARTICLE 5 - ALTERNATES

5.1 Each Bidder shall acknowledge alternates (if any) in Section C on the Bid Form.

5.2 In the event an alternate does not involve a change in the amount of the base bid, the Bidder shall so indicated by writing "No Change", or "N/C" or "0" in the space provided for that alternate.

5.3 Bidders shall enter on the Bid Form a single amount for each alternate which shall consist of the amount for work performed by the Contractor.

5.4 The low Bidder will be determined on the basis of the sum of the base bid and the accepted alternates.

ARTICLE 6 - WITHDRAWAL OF BIDS

6.1 Any bid may be withdrawn prior to the time designated for receipt of bids on written or electronic request. Electronic withdrawal of bids must be confirmed over the Bidder's signature by written notice postmarked on or before the date and time set for receipt of bids.

6.2 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.

6.3 No bids may be withdrawn within sixty (60) days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

ARTICLE 7 - CONTRACT AWARD

7.1 The City is soliciting prices for items set forth in the Item Sheet, attached hereto at pp. 18-29 below. It is the City's intent to award (i) one (1) contract to the responsive and responsible bidder offering the lowest price for Categories A through H, and (ii) as few as one (1) or as many contracts as there are bidders for supplies listed in Category Z, as contracts for Category Z will be awarded to the responsive and responsible bidder(s) offering the lowest price for each item. Accordingly, for Category Z supplies the City may award one (1) contract, or as many contracts as there are bidders. Contracts will be awarded within sixty (60) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.

7.2 The City reserves the right to waive minor informalities in or to reject any or all Bids if it be in the public interest to do so.

7.3 The City reserves the right to reject any bidder who has failed to pay any local taxes, fees, assessments, betterments, or any other municipal charge, unless the bidder has a pending abatement application or has entered into a payment agreement with the collector-treasurer.

7.4 As used herein, the term "lowest responsible and responsive Bidder" shall mean the Bidder (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who has met all the requirements of the invitation for bids; (3) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (4) who, where the provisions of section eight B of chapter twenty-nine apply, shall have been determined to be qualified thereunder.

7.5 Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City a contract in the form included in the Contract Documents in such number of counterparts as the City may require.

7.6 In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process chosen by the City such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

ARTICLE 8 - TAXES

8.1 The Bidder shall not include in this bid any tax imposed upon the sale or rental of tangible personal property in this Commonwealth, such as any and all building materials, supplies, services and equipment required to complete the work.

8.2 The City is exempt from payment of the Massachusetts Sales Tax, and the Bidder shall not include any sales tax on its bid. The City's exemption Number is E-046-001-404.

ARTICLE 9 – PROPRIETARY SPECIFICATIONS

9.1 The City may have used a proprietary specification to describe the supply for which is soliciting bids. Such specifications are permitted under M.G.L. c. 30B, §14, provided that the Chief Procurement Officer has prepared a written statement that no other manner of description suffices and the justification therefor.

9.2 The required determination and justification have been duly prepared, and a copy may be requested in accordance with the Massachusetts Public Records Law, M.G.L. c. 66, §10.

END OF SECTION

CITY OF NEWTON

DEPARTMENT OF PURCHASING

BID FORM #14-103

A. The undersigned proposes to furnish all labor, materials, tools, equipment, transportation and supervision required to perform all work in accordance with the Project Manual prepared by the City entitled:

NPS – SUPPLY & DELIVER INSTRUCTIONAL SUPPLIES

B. This bid includes addenda number(s) _____, _____, _____, _____,

C. The contract price(s) :

(a) Categories A-H : $_____

(Total from Item Sheet at p. 22 below)

(b) Category Z: Prices set forth on the Item Sheet at pp. 22-27 below.

COMPANY NAME _____

***If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. If the alternate product information (listed above) is not provided at the time of the bid the bidder may be deemed non responsive. SAMPLE IS REQUIRED IF BIDDING AN APPROVED EQUAL.**

D. Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

Prompt Payment Discount _____%_____Days
Prompt Payment Discount_____%_____ Days
Prompt Payment Discount _____%_____Days

E. The undersigned has completed and submits herewith the following documents:

- Signed Bid Form, 2 pages
- Bidder's Qualifications and References Form, 2 pages
- Certificate of Non-Collusion, 1 page
- Debarment Letter, 1 page
- IRS Form W-9, 1 page
- Certification of Tax Compliance, 1 page
- Item Sheets, 10 pages

F. The undersigned agrees that, if selected as general contractor, s/he will within five days (Saturdays, Sundays and legal holidays excluded) after presentation thereof by the City, execute a contract in accordance with the terms of this bid.

The undersigned hereby certifies that it will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. c.29, §29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

_____
(Name of General Bidder)

BY: _____

_____
(Printed Name and Title of Signatory)

_____
(Business Address)

_____
(City, State Zip)

_____/_____
(Telephone) (FAX)

_____
(E-mail Address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3 INCORPORATED? _____ YES _____ NO DATE AND STATE OF INCORPORATION: _____

4. IS YOUR BUSINESS A **MBE**? _____YES _____NO **WBE**? _____YES _____NO or **MWBE**? _____YES _____NO

* 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OFCOMPLETION:

_____
_____
_____
_____
_____

* 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
_____ YES _____ NO
IF YES, WHERE AND WHY?

_____
_____

* 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO
IF YES, PROVIDE DETAILS.

_____
_____

* 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

_____
_____
_____
_____
_____
_____
_____

* 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____

DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: ____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON:_____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?:_____
(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #:(____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

_____
(Signature of individual)

_____
Name of Business

City of Newton

Purchasing Department
Nicholas Read ⊛ *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Mayor
Setti D. Warren

Date

Vendor

Re: Debarment Letter for Invitation For Bid #14-103

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____ (Name)
_____ (Company)
_ _____ (Address)
_____ (Address)
PHONE _____ FAX _____
EMAIL _____

_____Signature

_____Date

.

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

X Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶** Name

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X Form **W-9** (Rev. 10-2007)

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, to waive informalities, and to make award as may be determined to be in the best interest of the City.

2. Interpretation, correction, or change in the Contract Documents will be made by Addendum which will become part of the Contract Documents. The City will not be held accountable for any oral representation that is inconsistent with the terms of the Contract Documents.

3. Addenda will be emailed to every individual or firm on record as having downloaded a set of Contract Documents. Addenda will also be posted on the City's website at **www.newtonma.gov/bids** . Any bidder downloading the IFB and any plans for a City bid shall email their company's information along with the IFB Number and Project Title that they downloaded. You will then be added to the bidder's list and email distribution list.

4. Prices quoted must include inside delivery to the Newton Department specified on the Purchase Order.

5. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.

6. The award to the successful bidder may be cancelled if successful bidder shall fail to prosecute the work with promptness and diligence.

7. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on purchase order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.

8. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Sellor.

9. The Sellor shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, will at it's expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefor.

10. All bids shall be based on the quantities set forth on the attached bid sheets. These quantities shall be used as a basis for the comparison of the bid proposals. It is agreed that the quantities given in this bid are assumed solely as a basis for the comparison of the bids. While the quantities are based on the City's best estimates of the work to be performed during the term of this Contract, the City does not expressly or by implication agree that the actual amount of work will even approximately correspond herewith, and the City reserves the right to increase or diminish the amount of any class or portion of the work as it may deem necessary, without change of price per unit of quantity.

11. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.

12. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.

13. If so stated in the IFB the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).

14. If the IFB requires bid surety, this surety shall be in the form of a cash, bid bond, cashier's check, treasurer's check, or certified check on a responsible bank, payable to the City of Newton, and must be filed with the original bid in the Office of the Purchasing Agent. Failure to do so will lead to rejection of bid. The bid surety will be returned to the successful bidder within seven (7) days execution of awarded, and approval by the City of performance and/or payment bond(s). In case of default, the bid surety shall be forfeited to the City.

15. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Sellor or Contractor and may result in an unenforceable claim.

16. The Contractor shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.

17. "Equal" - An item equal to that named or described in the specifications of the contract may be furnished by the Contractor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39M, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Contractor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Contractor.

    For the use of material other than the one specified, the Contractor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Contractor shall submit the product he intends to use for approval of the City.

    Except as otherwise provided for by the provisions of M.G.L. c30, §39J, the Contractor shall not have any right of appeal from the decision of the City rejecting any materials furnished if the Contractor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Contractor shall pay for such costs.

18. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.

19. Notice is hereby given that the City of Newton Minority Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-discrimination and Affirmative Action Program is appucable to all City of Newton contracts in excess of $50,000.00. A copy of these plans may be obtained from the Purchasing Department.

20. In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

21. Right To Know:

    Any Contractor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c.111F, §§8, 9 and 10 and the regulations contained in 441 CMR §21.06 when deliveries are made. The Contractor agrees to deliver all containers properly labeled pursuant to M.G.L. c.111F, §7 and the regulations contained in 441 CMR §21.05. Failure to submit an MSDS and/or label on each container will place the Contractor in noncompliance with the purchase order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the Contractor from selling said substances or mixtures containing said substances within the Commonwealth. All Contractors furnishing substances or mixtures subject to M.G.L. c.111F are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for $2.00 plus $.65 postage.

FAILURE TO COMPLY WITH ALL APPLICABLE TERMS AND CONDITIONS COULD RESULT IN THE CANCELLATION OF YOUR CONTRACT

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)

2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds**.)

3. is the duly elected _____
(insert the title of the officer in line 2)

4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE SEAL HERE*
(Signature of **Clerk or Secretary**)*

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the officer signed the **contract and bonds**.)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City of Newton, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

_____
**Signature of Individual
or Corporate Contractor (Mandatory)

_____
*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Print Name:_____

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

Print Name:_____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

SCOPE OF SERVICES

NEWTON PUBLIC SCHOOLS
NPS – SUPPLY AND DELIVER INSTRUCTIONAL SUPPLIES

1.0 Scope

1.1 Newton Public Schools is accepting bids for INSTRUCTIONAL supplies as per the Item Sheet attached. All bids must be submitted in the manner and form prescribed by the specifications which control award of the contract(s). Bid items will be awarded **to the lowest responsive and responsible bidder based on the aggregate amount of the bid for Categories A, B, C, D, E, F, G & H); items in Category Z will be awarded by line item. If bidding on a particular category (A–H) ALL items within that category must be bid on.**

1.2 Quantities specified are based on a census taken by Newton Public Schools. Newton Public Schools reserves the right to increase or decrease quantities to be ordered within the time limits set forth in the bid. In accordance with M.G.L. c.30B the total increase shall not exceed twenty-five percent (25%) of the total contract price. Whether the actual amount of supplies is more or less than that which appears in a bid, the unit prices shall remain those submitted with the bid. Bids must remain in effect a minimum of ninety (90) days after the bid opening.

1.3 In an effort to purchase the quality of product necessary, requested samples are required of all bid items unless bidding on the exact product referenced within the bid item description.

1.4 All prices shall be F.O.B. Destination inside 22 individual schools all located within the City of Newton

1.5 There are 10 pages of Item Sheets - PLEASE ensure that you submit all pages and mark any items you do NOT wish to bid on with the words "NO BID".

2.0 Description and Quality

2.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with the Newton Public Schools whose determination shall be final and conclusive. Vendors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within three (3) days after the request.

2.2 The City encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service: 1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature; 2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and 3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.

2.3 Material Safety Data Sheets must be forwarded to the Purchasing Department, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460 within thirty (30) days after the bid award. All products must

be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

3.0 Delivery

3.1 All packages, cartons, or other containers must be clearly marked with a) the school designation, b) a packing slip with contents or item number from specifications, c) the number of boxes on shipment, d) the purchase order number and e) the vendor's name and order number. **August, November, February and May** copy paper deliveries shall not be subject to any additional shipping charges.

3.2 Deliveries shall be made to approximately twenty-two (22) schools as per the bid award schedule. All deliveries shall be made to the inside of the buildings and contractors are cautioned to notify their shipping contractors that adequate assistance must be provided at the point of delivery. No sidewalk deliveries will be accepted.

3.3 This will be a one-time purchase. Contractors will receive a Purchase Order for the items that are awarded to them.

3.4 Deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Forty-eight (48) hours' notice of delivery is required by contacting Support Services at 617-559-9005. Newton Public Schools shall not be responsible for deliveries that cannot be made because notice was not received in time.

3.5 Deliveries for **Categories (B-H) and Z are to be completed by no later than August 15, 2014.** The final completion delivery date for **Category A should be no later than May 15, 2015,** unless otherwise indicated or notified by the Contractor and approved in writing by the Purchasing Manager, Newton Public Schools.

4.0 Payment

4.1 Invoices shall be billed to Accounts Payable, Newton Public Schools, 100 Walnut Street, Newtonville, Massachusetts 02460.

4.2 Invoices must be in duplicate, by department, including the a) purchase order number, b) department name, c) item number, d) quantities, e) description, f) unit price and g) totals.

END OF SECTION

NEWTON PUBLIC SCHOOL

INSTRUCTIONAL SUPPLIES ITEM SHEET (10 sheets)

COMPANY NAME:_____

Quantities are estimates only. The City makes no guarantees as to the supplies actually procured. Prices bid shall include inside delivery as indicated within the scope of this bid.

Approved Equal MUST include manufacturer's brand name, product # and unit size with bid.

FY 2015 INSTRUCTIONAL SUPPLIES BID:

Item Number	Description or Approve Equal	Unit	Unit Cost	Qty	Total	Approved equal brand, model #, pg#, (attach specs)
	CATEGORY A:					
01-01-002	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES **(AUGUST DELIVERY)**: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	1300	$_____	
01-01-003	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES **(NOVEMBER DELIVERY)**: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	1280	$_____	
01-01-004	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES **(FEBRUARY DELIVERY)**: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	1390	$_____	
01-01-005	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES **(MAY DELIVERY)**: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	762	$_____	
	TOTAL FOR CATEGORY A:				$_____	
	CATEGORY B:					
01-01-006	MULTI- PURPOSE RECYCLED COPY PAPER - **CANARY** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	39	$_____	
01-01-007	MULTI- PURPOSE RECYCLED COPY PAPER - **BLUE** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	39	$_____	
01-01-008	MULTI- PURPOSE RECYCLED COPY PAPER - **SALMON** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	11	$_____	
01-01-009	MULTI- PURPOSE RECYCLED COPY PAPER - **GREEN** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	36	$_____	
01-01-010	MULTI- PURPOSE RECYCLED COPY PAPER - **GOLDENROD** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	30	$_____	
01-01-012	MULTI- PURPOSE RECYCLED COPY PAPER - **PINK** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	12	$_____	

01-01-013	MULTI- PURPOSE RECYCLED COPY PAPER - **CHERRY** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	4	$_____	
01-01-014	MULTI- PURPOSE RECYCLED COPY PAPER - **LILAC** 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS 500 sheets per ream	$_____	12	$_____	

	TOTAL FOR CATEGORY B:				$_____	
	CATEGORY C:					
01-15-007	REPORT COVER 2- POCKETS, **DARK BLUE**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57538 OR OXFORD OR APPROVED EQUAL **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	BOX/25	$_____	121	$_____	
01-15-008	REPORT COVER 2- POCKETS, **TEAL**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57555 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	72	$_____	
01-15-009	REPORT COVER 2- POCKETS, **ORANGE**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57510 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	174	$_____	
01-15-010	REPORT COVER 2- POCKETS, **PURPLE** 8-1/2 x 11 SHEET SIZE. DUO-TANG 57514 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	118	$_____	
01-15-011	REPORT COVER 2- POCKETS, **RED**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57511 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	203	$_____	
01-15-012	REPORT COVER 2- POCKETS, **LIGHT BLUE**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57501 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	128	$_____	
01-15-013	REPORT COVER 2- POCKETS, **YELLOW**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57509 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	206	$_____	
01-15-014	REPORT COVER 2- POCKETS, **LIGHT GREEN**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 57503 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	147	$_____	
01-15-015	REPORT COVER 2- POCKETS, **ASSORTED COLORS** 8-1/2 x 11 SHEET SIZE. DUO-TANG 57513 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	123	$_____	
01-15-016	REPORT COVER 2- POCKETS, **3- FASTENERS, ASSORTED COLORS:** 8-1/2 x 11 SHEET SIZE. DUO-TANG 50770 OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	44	$_____	
01-15-017	REPORT COVER 2- POCKETS, **3- FASTENERS, GREEN**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 80128GN OR APPROVED EQUAL.	BOX/25	$_____	93	$_____	
01-15-018	REPORT COVER 2- POCKETS, **3- FASTENERS, BLUE** : 8-1/2 x 11 SHEET SIZE. DUO-TANG 80128BL OR OXFORD OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	BOX/25	$_____	83	$_____	
01-15-019	REPORT COVER 2- POCKETS, **3- FASTENERS, RED**: 8-1/2 x 11 SHEET SIZE. DUO-TANG 80128RD OR OXFORD OR APPROVED EQUAL.	BOX/25	$_____	81	$_____	
	TOTAL FOR CATEGORY C:				$_____	
	CATEGORY D:					
01-21-003	BALLPOINT STICK PENS: **BLACK** MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC BIC#GSM11-BK OR PAPERMATE EAGLE PAP70613. **NO SUBSTITUTE.**	BOX/12	$_____	421	$_____	
01-21-004	BALLPOINT STICK PENS: **BLUE** MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC BIC#GSM11-BLU OR PAPERMATE EAGLE PAP70614. **NO SUBSTITUTE.**	BOX/12	$_____	362	$_____	

01-21-005	BALLPOINT STICK PENS: **RED** MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC BIC#GSM11-RED. **NO SUBSTITUTE.**	BOX/12	$_____	220	$_____	
01-21-010	BALLPOINT RETRACTABLE PENS: **BLACK** MEDIUM POINT. NONREFILLABLE; BIC CLIC STIC BIC#CSM11-BLK. **NO SUBSTITUTE.**	BOX/12	$_____	118	$_____	
	TOTAL FOR CATEGORY D:				$_____	
	CATEGORY E:					
01-40-030	LOW ODOR DRY ERASE MARKER - **BLACK** - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8001. **NO SUBSTITUTE.**	BOX/12	$_____	493	$_____	
01-40-031	LOW ODOR DRY ERASE MARKER - **RED** - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8002. **NO SUBSTITUTE.**	BOX/12	$_____	238	$_____	
01-40-032	LOW ODOR DRY ERASE MARKER - **BLUE** - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8003 **NO SUBSTITUTE.**	BOX/12	$_____	446	$_____	
01-40-033	LOW ODOR DRY ERASE MARKER - **GREEN** - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8004. **NO SUBSTITUTE.**	BOX/12	$_____	184	$_____	
01-40-040	LOW ODOR DRY ERASE MARKER **4 - COLOR SET** CHISEL TIP: BLACK, RED, BLUE AND GREEN, CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 80074. **NO SUBSTITUTE.**	SET/4	$_____	408	$_____	
01-40-041	LOW ODOR DRY ERASE MARKER **8 - COLOR SET** CHISEL TIP: BLACK, RED, BLUE, GREEN, YELLOW, ORANGE, BROWN AND PURPLE, CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 80078. **NO SUBSTITUTE.**	SET/8	$_____	199	$_____	
	TOTAL FOR CATEGORY E:				$_____	
	CATEGORY F:					
01-56-001	ECONOMY ROUND 3 RING VIEW BINDER: 1/2 INCH CAPACITY; **WHITE.**	EACH	$_____	196	$_____	
01-56-002	ECONOMY ROUND 3 RING VIEW BINDER: 1 INCH CAPACITY; **WHITE.**	EACH	$_____	969	$_____	
01-56-003	ECONOMY ROUND 3 RING VIEW BINDER: 2 INCH CAPACITY; **WHITE. SAMPLE IS REQUIRED.**	EACH	$_____	562	$_____	
01-56-004	ECONOMY ROUND 3 RING VIEW BINDER: 3 INCH CAPACITY; **WHITE.**	EACH	$_____	64	$_____	
01-56-005	ECONOMY ROUND 3 RING VIEW BINDER: 1/2 INCH CAPACITY; **BLACK.**	EACH	$_____	27	$_____	
01-56-006	ECONOMY ROUND 3 RING VIEW BINDER: 1 INCH CAPACITY; **BLACK.**	EACH	$_____	218	$_____	
01-56-007	ECONOMY ROUND 3 RING VIEW BINDER: 2 INCH CAPACITY; **BLACK.**	EACH	$_____	83	$_____	
01-56-008	ECONOMY ROUND 3 RING VIEW BINDER: 3 INCH CAPACITY; **BLACK.**	EACH	$_____	27	$_____	
	TOTAL FOR CATEGORY F:				$_____	
	CATEGORY G:					
01-56-010	PREMIUM ROUND 3 RING PRESENTATION BINDER: 1 INCH CAPACITY; **WHITE.**	EACH	$_____	82	$_____	
01-56-011	PREMIUM ROUND 3 RING PRESENTATION BINDER: 2 INCH CAPACITY; **WHITE. SAMPLE IS REQUIRED.**	EACH	$_____	16	$_____	
	TOTAL FOR CATEGORY G:				$_____	

	CATEGORY H:					
01-56-021	BINDING COMBS: PLASTIC; BLACK; 3/8 INCH SPINE DIAMETER. 55 SHEET CAPACITY.	BOX / 100	$_____	45	$_____	
01-56-022	BINDING COMBS: PLASTIC; BLACK; 1/2 INCH SPINE DIAMETER. 85 SHEET CAPACITY.	BOX / 100	$_____	68	$_____	
01-56-023	BINDING COMBS: PLASTIC; BLACK; 3/4 INCH. SPINE DIAMETER. 150 SHEET CAPACITY.	BOX / 100	$_____	2	$_____	
	TOTAL FOR CATEGORY H:				$_____	
	TOTAL FOR CATEGORIES A-H:					
	CATEGORY Z:					
01-01-020	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE **8-1/2 X 14**, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP. 500 SHEETS PER REAM.	CTN/ 10 REAMS 500 sheets per ream	$_____	7	$_____	
01-01-030	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE **11 X 17**, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES (AUGUST DELIVERY): HARD SURFACED, MOISTURE RESISTANT WRAP. 500 SHEETS PER REAM.	CTN/ 5 REAMS 500 sheets per ream	$_____	42	$_____	
01-01-075	LINED WHITE COMPOSITION PAPER 8 X 10-1/2 RULED 3/8" SHORT WAY: WHITE SULFITE, 16LBS; NO MARGINS	CTN/ 10 REAMS 500 sheets per ream	$_____	53	$_____	
01-01-078	LINED WHITE COMPOSITION PAPER 8 X 10-1/2; 3-HOLE PUNCHED RULED, 3/8" SHORT WAY: WHITE SULFITE, SUBSTANCE 16, WITH MARGINS.	CTN/ 10 REAMS 500 sheets per ream	$_____	22	$_____	
01-01-080	LINED WHITE COMPOSITION PAPER 8 X 10-1/2; 3-HOLE PUNCHED RULED, 3/8" SHORT WAY: WHITE SULFITE, SUBSTANCE 16, NO MARGINS.	CTN/ 10 REAMS 500 sheets per ream	$_____	38	$_____	
01-01-085	LINED WHITE WRITING PADS 8-1/2 X 11 RULED 3/8" SHORT WAY: WHITE SULFITE, NO MARGINS, SUBSTANCE 16, 100 SHEETS/PAD. UNIVERSAL UNV11000 OR APPROVED EQUAL	CTN/ 48 PADS 100 SHEETS PER PAD	$_____	7	$_____	
01-01-087	LINED CANARY WRITING PADS 8-1/2 X 11 RULED 3/8" SHORT WAY NO MARGINS, WIDE RULED. 50 SHEETS/PAD 16 LB. UNIVERSAL UNV22000 OR APPROVED EQUAL.	PKG/12 PADS 50 SHEETS PER PAD	$_____	51	$_____	
01-01-090	SPELLING SLIPS 4 X 10-1/2 RULED 3/8" SHORT WAY: WHITE, SUBSTANCE 16.	REAM / 500 SHEETS	$_____	14	$_____	
01-01-092	RAINBOW SENTENCE STRIPS 3" X 24": KRAFT PAPER, 1-3/4 GUIDELINE, YELLOW, ORANGE, PINK, BLUE, GREEN. BEMISS- JASON 7340-0 OR APPROVED EQUAL.	PKG / 100	$_____	85	$_____	
01-01-105	GRAPH PAPER 8-1/2 X 11 RULED 1/4": TWO SIDED, WHITE, SUBSTANCE 16. 500 SHEETS PER REAM. ROSELLE RCW851114SQ OR APPROVED EQUAL.	CTN/ 10 REAMS 500 sheets per ream	$_____	29	$_____	
01-01-110	GRAPH PAPER 8-1/2 X 11 RULED 1/2": TWO SIDED, WHITE, SUBSTANCE 16. 500 SHEETS PER REAM. ROSELLE RWC85115SQ OR APPROVED EQUAL.	CTN/ 10 REAMS 500 sheets per ream	$_____	11	$_____	
01-01-120	CHART PAPER TABLETS: GUIDELINE RULED 24 X 32 1-1/2" ; ROSELLE RCW07412 OR APPROVED EQUAL.	EACH/ 25 SHEETS	$_____	26	$_____	

01-01-140	MANILA OAKTAG 9 X 12 MEDIUM WT. 125 LBS. ROSELLE MTB09912100 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE**	PKG / 100 SHEETS	$_____	103	$_____	
01-01-145	MANILA OAKTAG 12 X 18 HEAVY Wt.150 LBS. ROSELLE 112218100 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PKG / 100 SHEETS	$_____	67	$_____	
01-01-150	MANILA OAKTAG 18 X 24 HEAVY WT. 150 LBS. ROSELLE MTB111824100 OR APPROVED EQUAL **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PKG / 100 SHEETS	$_____	16	$_____	
01-01-160	EASEL CHART PAPER PAD 24 X 32: TOP GRADE BOND, PADDED AT TOP, 1" RULING, 3-HOLE PUNCHED FOR EASEL. ROSELLE ROS RWC07418 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PAD/ 70 SHEETS	$_____	884	$_____	
01-01-162	EASEL PAD 27 x 34 1" SQUARES: 3-HOLE PUNCHED FOR EASEL. TOPS-7900 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PAD/50 SHEETS	$_____	128	$_____	
01-01-164	NEWSPRINT CHART PAD: 36X24, PAD 1" RULING, 100 SHEETS/PAD. ROWRWN362411002S9 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PAD/100 SHEETS	$_____	17	$_____	
01-01-170	POST-IT SELF-STICK EASEL PADS: 25" X 30" YELLOW, RULED. 30 SHEETS. STURDY BACK CARD HAS HANDLE FOR EASY PORTABILITY AND STORAGE.	PAD/30 SHEETS	$_____	19	$_____	
01-05-001	SPELLING BOOK 5-1/2 x 8-1/2: 12 SHEETS (24 PAGES), WHITE, SUBSTANCE 16 LBS., RULED 3/8" W/BLUE HORIZONTAL LINES AND DOUBLE RED CENTER LINE FORMING 2 COLUMNS. CASCADE BRAND 022872 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PKG/12	$_____	60	$_____	
01-05-005	COMPOSITION BOOK 7-1/2 X 9-3/4, 60 SHEETS (120 PAGES): WHITE SUBSTANCE 15 LBS., RULED LINES 3/8", IMITATION PRESSBOARD COVERS, W/TAPE REINFORCEMENT. SAMPLE IS REQUIRED.	DOZEN	$_____	93	$_____	
01-05-010	COMPOSITION BOOK 7 X 8-1/2 40 PAGES: WHITE, SUBSTANCE 16 LBS., RULED LINES 3/8", IMITATION PRESSBOARD COVERS, W/TAPE REINFORCEMENT. TRIPLE WIRE STITCHED. **SAMPLE IS REQUIRED.**	DOZEN	$_____	224	$_____	
01-05-012	MARBLE BOOK 7 X 8-1/2 40 PAGES: RULED 3/8" SHORT WAY WITH MARGIN, FLEXIBLE COVER. ROSELLE MMK37125 OR APPROVED EQUAL.	CTN / 144	$_____	16	$_____	
01-05-013	MARBLE COMPOSITION BOOK 9-3/4 X 7-1/2: 100 SHEETS (200 PAGES): WIDE RULED, HARD COVER, SEWN AND TAPE BOUND FOR STRENGTH. ROSELLE MMK37101 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE**.	CTN / 144	$_____	25	$_____	
01-05-015	EXAMINATION BLUE BOOK 7 X 8-1/2 w/16 SHEETS (32 PAGES): PACON PACBB7816SB RULED WITH MARGIN OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	CTN / 800	$_____	10	$_____	
01-05-026	CLASS RECORD BOOK 8-1/2 X 11: PERFORATED PAGES, WIRE BOUND, SPACE FOR 30-40 NAMES, SEATING CHART, COMMON CENTS CLASS RECORD BOOK #: RIECB910 OR CASCADE 023155 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	EACH	$_____	167	$_____	

01-05-033	BIG BLANK PORTRAIT WRITERS JOURNAL 11" X 8.375" : BLANK HARD COVER, FULLY-BOUND BOOK CONTAINING 92 PAGES (46 SHEETS). QUALITY WHITE 75# PAPER FOR ALL TYPES OF MEDIAS.	EACH	$_____	55	$_____	
01-05-035	STENO NOTEBOOK: 6" X 9"; 80 WHITE PAGES	PACK/12	$_____	7	$_____	
01-05-040	SELF-STICK REMOVABLE ADHESIVE NOTES: 1 1/2" X 2"; YELLOW. 100 SHEETS PER PAD.	PACK/12 100 PER PAD	$_____	139	$_____	
01-05-041	SELF-STICK REMOVABLE ADHESIVE NOTES: 3' x 3'; YELLOW. 100 SHEETS PER PAD.	PACK/12 100 PER PAD	$_____	323	$_____	
01-05-042	SELF-STICK REMOVABLE ADHESIVE NOTES: 3' x 5'; YELLOW. 100 SHEETS PER PAD.	PACK/12 100 PER PAD	$_____	141	$_____	
01-10-001	RULED INDEX CARDS 3 X 5: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX /1000	$_____	276	$_____	
01-10-005	RULED INDEX CARDS 4 X 6: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX /1000	$_____	97	$_____	
01-10-010	RULED INDEX CARDS 5 X 8: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX / 500	$_____	56	$_____	
01-15-001	VERTICAL FILE FOLDER LETTER SIZE 11-3/4 X 9-1/2: 11 POINT, THIRD CUT, 100/BOX.	CTN/ 5 BOXES	$_____	121	$_____	
01-15-004	HANGING FOLDERS: STANDARD GREEN; 11 POINT; 1/3 CUT TAB, LETTER SIZE.	BOX/25	$_____	204	$_____	
01-20-005	INTERMEDIATE ROUND UNTIPPED PENCIL 11/32" DIA.: LARGE DIAMETER LEADS, NOT LESS THAN 6-7/8" LONG. DIXON LADDIE NO. 13304 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	GROSS / 144	$_____	14	$_____	
01-20-010	TRIANGULAR BARREL SHAPED BEGINNER'S PENCIL #2 W/ GUARANTEED LATEX FREE ERASER: NON-TOXIC COLORED BARREL, "LATEX FREE" MUST BE PRINTED ON PRODUCT AND/OR PACKAGING. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	1/2 GROSS	$_____	43	$_____	
01-20-015	STANDARD SIZE TIPPED #2 DEGREE PENCIL: BEST QUALITY, SEMI - HEXAGON EDGE WITH BRASS FERRULE AND Guaranteed LATEX FREE ERASER, BONDED LEAD. " LATEX-FREE" MUST BE PRINTED ON PRODUCT AND/OR PACKAGING.TICONDEROGA DIXON 13882 **NO SUBSTITUTE.**	GROSS / 144	$_____	349	$_____	
01-20-016	PRE-SHARPENED #2 SOFT LEAD PENCILS: STANDARD SIZE, SEMI - HEXAGON EDGE WITH MICROBAN. CERTIFIED NON-TOXIC. GUARANTEED LATEX-FREE ERASER. TICONDEROGA DIXON 13806 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	GROSS / 144	$_____	235	$_____	
01-20-025	PENCIL SHARPENERS: SHARPENS 8 SIZES OF PENCILS, STEEL GEARS AND CUTTERS, PENCIL "STOP", MOUNTS ON DESK OR WALL, SCREWS INCLUDED. BOSTON K S 1031 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	EACH	$_____	39	$_____	
01-20-026	PENCIL SHARPENERS: X-ACTO 1606. HIGH VOLUME COMMERCIAL ELECTRIC PENCIL SHARPENER. BEIGE OR BLACK EPI-1606. **NO SUBSTITUTE.**	EACH	$_____	33	$_____	
01-20-030	LATEX-FREE BLOCK ERASERS: SOFT, PINK, PLIABLE, FREE FROM GRIT, 60-72 PIECES TO A POUND BOX. " LATEX-FREE" MUST BE PRINTED ON PRODUCT AND PACKAGING. CHARLES LEONARD, INC OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	POUND	$_____	210	$_____	

01-20-035	LATEX-FREE ERASER CAPS FOR PENCILS: TO FIT STD. DIA. PENCIL. "LATEX-FREE" MUST BE PRINTED ON PRODUCT AND PACKAGING. CHARLES LEONARD, INC OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	GROSS / 144	$_____	65	$_____	
01-22-003	HIGHLIGHTER - TANK STYLE: CHISEL TIP YELLOW. 12 TO A PACK. SHARPIE 25025 APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	108	$_____	
01-22-004	HIGHLIGHTER - TANK STYLE: CHISEL TIP ASSORTED COLOR SET. 12 TO A PACK. SHARPIE 25053 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	101	$_____	
01-25-010	PRIMARY RULER 30 CM: ONE EDGE GIVES CM MARKINGS AND NUMBERS, THE OTHER EDGE GIVES GRAPHIC AND TACTILE CM, MOLDED-IN RAISED MARKINGS, STURDY PLASTIC, BUILT IN HANDLE. OHAUS OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	41	$_____	
01-25-015	DOUBLE BEVEL RULER ENGLISH-METRIC: 12" LONG, SCALED IN SIXTEENTHS ON ONE BEVEL, METRIC ON OPPOSITE BEVEL, AND FULL PROTRACTOR ON BACK, HARD MAPLE, BRASS EDGE, PENCIL GROOVE. FALCON 431P-12 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	65	$_____	
01-25-020	YARDSTICKS: WOODEN, VARNISHED. 1-1/8" WIDE. SCALED ON BOTH SIDES. HAS 1/8" DIVISION AND FRACTIONS OF A YARD. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	3	$_____	
01-25-025	METERSTICKS: WOODEN. VARNISHED. 1" WIDE. SCALED IN CENTIMETERES. DIVIDED ON BOTH SIDES, MILLIMETERS ON ONE SIDE AND INCHES DIVIDED INTO EIGHTHS ON THE OTHER. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCTREFERENCED ABOVE.**	DOZEN	$_____	6	$_____	
01-35-001	INVISIBLE TAPE IN DISPENSER: WRITE-ON, 3/4" x 300".3M 105. **NO SUBSTITUTE.**	DOZEN	$_____	47	$_____	
01-35-005	INVISIBLE TAPE 3/4 X 36 YDS: 1 INCH CORE WRITE-ON. 3M NO. 6200. **NO SUBSTITUTE.**	DOZEN	$_____	180	$_____	
01-35-015	TRANSPARENT TAPE 3/4 X 36 YDS: 1 INCH CORE GLOSSY FINISH. 3M NO. 5910. **NO SUBSTITUTE.**	DOZEN	$_____	89	$_____	
01-35-019	TAPE DISPENSER: WEIGHTED. NON-SLIP RUBBER BASE. HOLDS UP TO 3/4"WIDE, 1" CORE TAPE. **SAMPLE IS REQUIRED**	EACH	$_____	253	$_____	
01-35-020	MASKING TAPE 3/4 INCH X 60 YARDS: BEIGE. 3M NO. 234 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	72	$_____	
01-35-022	BOOK REPAIR TAPE: CRYSTAL CLEAR GLOSSY FINISH, 1-1/2" X 15 YDS. 3" CORE SIZE. SCOTCH OR APPROVED EQUAL.	PKG/ 8 ROLLS	$_____	12	$_____	
01-35-023	BLUE PAINTER'S TAPE 1 INCH X 60 YARDS: EASY REMOVAL DOES NOT HARM PAINT. 3M SCOTCH BLUE MASKING TAPE #20901A4X -TM2598 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PKG/ 4 ROLLS	$_____	58	$_____	

01-35-025	DUCT TAPE 2 INCH WIDE X 60 YARDS: MINIMUM .9MIL. SHUR OR ITNTERTAPE BID6700 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	ROLL	$_____	111	$_____	
01-35-030	PACKAGING TAPE: CLEAR VIEW, APPROX. 2 INCH X 55 YDS; 3 INCH CORE; MINIMUM 1.6 MIL THICK; **SAMPLE IS REQUIRED.**	PACK / 6	$_____	118	$_____	
01-35-035	CLEAR GLUE STICKS: NONTOXIC, ACID-FREE. APPROX .26 OZ; AVERY 98070 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PACK / 18	$_____	223	$_____	
01-35-040	VELCRO LOOP TAPE ROLL: 2" X 25 YDS. WHITE WITH RUBBER BASED ADHESIVE BACKING. VELCRO 189867 OR APPROVED EQUAL.**SAMPLE IS REQUIREDUNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PACK	$_____	36	$_____	
01-40-019	MARKERBOARD ERASER 5x2x1. CLEANS UP W/SOAP AND WATER. SANFORD EXPO 81505 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	DOZEN	$_____	188	$_____	
01-45-001	HALF STRIP STAPLER: OPEN CHANNEL LOADING, NON-SKID, POSITIVE LATCH RELEASE, HOLDS 105 STANDARD STAPLES, MUST OPEN FLAT. SWINGLINE 711 W/ R OR BOSTITCH B400 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	EACH	$_____	64	$_____	
01-45-003	FULL STRIP STAPLER: ANVIL ROTATES FOR STAPLING OR PINNING, FULL RUBBER FOOT. SWINGLINE 545 OR BOSTITCH B440 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	EACH	$_____	311	$_____	
01-45-005	STAPLES STANDARD. SWINGLINE OR STANLEY ONLY. **NO SUBSTITUTE.**	BOX / 5M	$_____	499	$_____	
01-45-007	STAPLE REMOVER: RUST-PROOF STEEL JAWS REMOVE STAPLES EASILY WITHOUT DAMAGING PAPER. SWINGLINE 100 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	EACH	$_____	109	$_____	
01-55-001	PAPER CLIPS GEM #1: 100/BOX.	CTN/10 BOXES	$_____	204	$_____	
01-55-005	PAPER CLIPS JUMBO: 100/BOX.	CTN/10 BOXES	$_____	160	$_____	
01-55-012	SMALL METAL BINDER CLIPS: 3/4 INCH WITH 3/8 INCH CAPACITY; BLACK	12/BOX	$_____	225	$_____	
01-55-013	MEDIUM METAL BINDER CLIPS: 1 1/4 INCH WITH 5/8 INCH CAPACITY; BLACK	12/BOX	$_____	244	$_____	
01-55-014	LARGE METAL BINDER CLIPS: 2 INCH SIZE WITH 1 INCH CAPACITY; BLACK.	PKG / 12	$_____	222	$_____	
01-55-015	ASSORTED METAL BINDER CLIPS: BLACK.	PKG / 60	$_____	22	$_____	
01-55-020	T - PINS 1- 1/4 INCH: 100/BOX.	BOX / 100	$_____	101	$_____	
01-55-025	CLIPBOARD 9 X 12-1/2 : SMOOTH HARDBOARD FINISH ON BOTH SIDES W/BEVELED EDGES.	EACH	$_____	385	$_____	
01-55-030	BRASS FASTENERS -ROUND HEAD; 1 INCH.	BOX / 100	$_____	92	$_____	
01-55-031	BRASS FASTENERS -ROUND HEAD; 1 1/2 INCH.	BOX / 100	$_____	26	$_____	
01-55-040	CORRECTION FLUID: FAST DRY; FOAM APPLICATOR. 22 ML FLUID. SANFORD CORRECTION FLUID - LIQUID PAPER OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	CTN / 12	$_____	45	$_____	

01-55-041	CORRECTION TAPE IN COMPACT DISPENSER: SINGLE LINE; WHITE; 1/6 in. X 400 in. BIC WITE-OUT 50790 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	PACK / 10	$_____	7	$_____	
01-60-005	PLAIN WHITE ENVELOPES #10 : 4-1/8 X 9-1/4 WHITE SULFITE RECYCLED PAPER, SUBSTANCE 24, GUMMED FLAP, DIAGONAL SEAM.	BOX / 500	$_____	75	$_____	
01-60-008	KRAFT CLASP ENVELOPES 6-1/2 X 9-1/2: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX / 100	$_____	43	$_____	
01-60-010	KRAFT CLASP ENVELOPES 9 X 12: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX / 100	$_____	56	$_____	
01-60-015	CLASP ENVELOPES 10 X 13: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX / 100	$_____	45	$_____	
01-60-025	INTER- DEPARTMENT ENVELOPES 10 X 13: PRINTED STANDARD FORM, PUNCHED HOLES, BUTTON & STRING CLOSURE, SUBSTANCE 28, KRAFT STOCK.	BOX / 100	$_____	17	$_____	
01-60-028	INTER-DEPARTMENT ENVELOPES APPROXIMATE 4-1/2 X 10-3/8: PRINTED STANDARD FORM, PUNCHED HOLES, UNGUMMED FLAP, SUBSTANCE 28, NATIONAL ENVELOPE STOCK.	BOX / 500	$_____	6	$_____	
01-60-030	ECONOMY WHITE MULTI-PURPOSE ADDRESS LABELS: 1 in. X 2-5/8 in.; (SHUR-STICK OR APPROVED EQUAL.	BOX / 3000	$_____	24	$_____	
01-60-032	PREMIUM WHITE MULTI-PURPOSE ADDRESS LABELS: 1 in. X 2-5/8 in.; AVERY 5160. **NO SUBSTITUTE.**	BOX / 3000	$_____	26	$_____	
01-60-035	WHITE FILING FOLDER LABELS: PERMANENT - ADHESIVE FOR 1/3-CUT, 3 TAB FOLDERS; 2/3 in. X 3-7/16 in. AVERY 5366 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	BOX / 1500	$_____	14	$_____	
01-60-040	SELF-ADHESIVE PRINT OR WRITE NAME BADGE LABELS; BLUE OR RED BORDER. **SAMPLE IS REQUIRED.**	PACK / 100	$_____	53	$_____	
01-60-041	"HELLO" BADGE LABELS: SELF-ADHESIVE PRINT OR WRITE NAME; BLUE OR RED.	PACK / 100	$_____	31	$_____	
01-65-001	BLUE TOWEL CLOTH 12.5 in. X 16.8 in. WATER AND OIL ABSORBENT, 160 WIPERS PER BOX. WYPALL X80 TOWELS #41041 OR APPROVED EQUAL.	BOX / 160	$_____	3	$_____	
01-65-005	PREMIUM FACIAL TISSUE 2-PLY WHITE: MINIMUM 144 CT TISSUE/BOX. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	CASE / 36 BOXES	$_____	150	$_____	
01-65-010	ALKALINE BATTERY SIZE AAA; 1.5 VOLT; GUARANTEED. BULK PACKAGE -MINIMUM 24 COUNT	PKG./24	$_____	64	$_____	
01-65-012	ALKALINE BATTERY SIZE AA; 1.5 VOLT; GUARANTEED. BULK PACKAGE -MINIMUM 24 COUNT	PKG./24	$_____	116	$_____	
01-65-014	ALKALINE BATTERY SIZE C; 1.5 VOLT; GUARANTEED. BULK PACKAGE -MINIMUM 12 COUNT	PKG./12	$_____	6	$_____	
01-65-016	ALKALINE BATTERY SIZE D; 1.5 VOLT; GUARANTEED. BULK PACKAGE -MINIMUM 12 COUNT	PKG./12	$_____	11	$_____	
01-65-018	ALKALINE BATTERY SIZE 9 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	$_____	13	$_____	
01-80-010	LAMINATING FILM 25 in. x 500 ft. x 1.5 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR GBC LAMINATOR).	ROLL	$_____	344	$_____	
01-85-016	WATER SOLUBLE 4- COLOR PEN SET - FINE TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 16074 OR APPROVED EQUAL. **SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.**	SET/4	$_____	51	$_____	

IMPORTANT: Award will be made to the lowest responsive and responsible bidder by category totals (A – H) and to the lowest responsive and responsible bidder(s) in Category Z by line item.

APPROVED EQUAL SPECS MUST INCLUDE BRAND NAME, PRODUCT #, UNIT SIZE WITHIN THIS BID OR CONTRACTOR MAY BE DEEMED NON-RESPONSIVE.

*If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. If the alternate product information (listed above) and/or sample is not provided at the time of the bid, the bidder may be deemed non responsive. The School Department has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

Inside Deliveries to all 22 schools is required upon receipt of the awarded Purchase Order unless otherwise specified. For Categories (B-H) and Z, deliveries are to be completed by no later than August 15, 2014. The final completion delivery date for Category A should be no later than May 15, 2015.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____ Telephone: _____ Fax: _____

Address: _____ City: _____State: _____Zip: _____

E-mail_____

END OF SECTION