

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR THE NEWTON PUBLIC SCHOOLS

**PROJECT MANUAL:
SUPPLY & DELIVER INSTRUCTIONAL SUPPLIES
TO NEWTON PUBLIC SCHOOLS
*INVITATION FOR BID #21-64***

Bid Opening Date: May 6, 2021 at 10:30 a.m.

APRIL 2021

Ruthanne Fuller, Mayor

CITY OF NEWTON
PURCHASING DEPARTMENT
INVITATION FOR BID #21-64

The City of Newton (City) invites sealed bids in accordance with M.G.L. c.30B from Contractors for:

SUPPLY & DELIVER INSTRUCTIONAL SUPPLIES TO NEWTON PUBLIC SCHOOLS

Bids will be received until: **10:30 a.m., April 29, 2021***
at the Purchasing Department, Room 108, 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 Bids will not be accepted nor may submitted bids be corrected, modified or withdrawn after the deadline for bids.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*

*** To promote the health and safety of City workers and the public, Newton City Hall is still observing COVID restrictions. The City has adopted the following procedures that may affect your participation in this bid:**

- 1. Bidders who wish to attend the Bid Opening can do so by telephone conference call. To attend, call 617.454.5555. When prompted, enter Participant Passcode 1220#. There will be no in person meetings.**
- 2. Bids not received in Room 108 by mail or courier may be dropped off in a locked drop box at the top of the stairs to left of the main door to City Hall. The box will be checked at the scheduled submission deadline.**
- 3. Bids results will be scanned and posted as soon as practicable after the opening. Copies of bids will be available on written request.**

Contract Documents will be available on line at www.newtonma.gov/bids or for pickup at Newton City Hall, Room 108, 1000 Commonwealth Avenue, Newton Centre, MA 02459 after **10:00 a.m., April 22, 2021**. For pickup, please call 617.796.1220.

There will be no charge for contract documents. Bid surety is **not** required with this bid.

The City has determined that bids can be more accurately and efficiently evaluated if bidders provide item prices in a separate Excel item spreadsheet (Item Spreadsheet) issued with this Invitation For Bid (IFB). Bidders are to provide prices only in accordance with the terms of the IFB. Any bidder that makes changes to the Item Spreadsheet that modify the terms and conditions of the IFB as issued will be automatically disqualified.

All bids are to be submitted on the attached Excel Instructional Supplies #21-64 (2021-22) Item Sheet (Item Spreadsheet). Bidders are asked to submit prices on the Item Spreadsheet for eight (8) categories of supplies. One (1) award per category will be made to the lowest, responsive and responsible bidder **based on total by category for Categories A – G (A, B, C, D, E, F and G). The supplies listed in Category Z will be awarded by line item.** If bidding on Categories A-G, any bidder **not providing prices for all line items** within a category will be deemed non-responsive and may therefore be rejected. However, the City will accept bids for just one or all of the items in Category Z. Accordingly, multiple awards may occur under this contract. **This will be a one-time purchase with inside delivery. Contractors will receive a Purchase Order for the items that are awarded to them.**

Inside deliveries to all 23 Newton Public Schools (NPS) are required on or no later than August 20, 2021 for all Categories unless authorized by the NPS Purchasing Department. The dollar value of a contract may not be increased by 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 23 individual schools, Newton, MA.

All bids shall be submitted as **one (1) ORIGINAL, one paper (1) COPY and one (1) digital copy of both the Bid Form and the Item Spreadsheet.**

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.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer
April 22, 2021

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, April 30, 2021 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 #21-64**.

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 #21-63" and in the IFB Item Spreadsheet.

- 4.2 All entries on the Bid Form shall be made by typewriter or in ink; all entries on the Item Spreadsheet shall be made in Excel.
- 4.3 Where so indicated, 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: **#21-64**
 - * NAME OF PROJECT: **Supply & Deliver Instructional Supplies to Newton Public Schools**
 - * BIDDER'S NAME, BUSINESS ADDRESS, AND PHONE NUMBER
- 4.5 Date and time for receipt of bids is set forth in the IFB.
- 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 All bids shall be submitted as one (1) ORIGINAL, one paper (1) COPY and one (1) digital copy of both the Bid Form and the Item Spreadsheet.
- 4.8 Massachusetts law requires 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 M.G.L. c.30, §39M(c), M.G.L. c.30, §39S(a)(1), M.G.L. c.149, §44E(2) & M.G.L. c.149, §44F(2).
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 must certify on the Bid Form compliance with the applicable requirement. Non-compliance with this law will disqualify the bidder.
- 4.9 The City has determined that bids can be more accurately and efficiently evaluated if bidders provide item prices in a separate Excel item spreadsheet (Item Spreadsheet) issued with this IFB. Bidders are to provide prices only in accordance with the terms of the IFB. Any bidder that makes changes to the Item Spreadsheet that modify the terms and conditions of the IFB as issued will be automatically disqualified.

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 in eight (8) categories set forth in the Item Spreadsheet issued with this IFB. One (1) award each per category will be made to the lowest, responsive and responsible bidder **based on total by category for Categories A – G (A, B, C, D, E, F and G). The supplies listed in Category Z will be awarded by line item.** If bidding on Categories A-G, any bidder not providing prices for all line items within a Category will be deemed non-responsive and may therefore be rejected. However, the City will accept bids for as few as one or as many as all of the items in Category Z. Accordingly, multiple awards may occur under this contract. 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.
- 7.7 The IFB is based on estimated quantities, which are the City's best estimate based on prior experience. Actual quantities may be more or less than those estimated. Regardless of the amount of the actual quantities, the unit price(s) shall be that set forth in the Bidder's Item Spreadsheet.

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.

ARTICLE 10 – ENVIRONMENTALLY PREFERABLE PRODUCTS

- 10.1 The City encourages environmentally preferable products, i.e., products or services that have less negative or more positive effects on human health and the environment when compared with competing products or services that serve the same purpose. The city encourages bidders to describe, in the space provided on the Bid Form, the environmental attributes of its goods or services throughout the entire life-cycle, including manufacture, use and disposition.

This information may include multiple environmental considerations such as natural resource use, recycled content, energy and water efficiency, greenhouse gas emissions, impact on climate change, packaging, hazardous material use, and health and safety impacts on workers, consumers and the community. If you do not currently assess such attributes, please indicate that. However you respond, the City will not take your information into account in evaluating bid proposals.

- 10.2 Bidders are encouraged also to provide information related to steps they take internally to (a) identify any positive or negative environmental attributes of products or services they offer, as specified above, and (b) ensure that those attributes are being addressed as part of operations.

END OF SECTION

CITY OF NEWTON

DEPARTMENT OF PURCHASING

BID FORM #21-64

- 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:

SUPPLY & DELIVER INSTRUCTIONAL SUPPLIES TO NEWTON PUBLIC SCHOOLS

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

Prices for the eight (8) categories of supplies are submitted on the Item Spreadsheet* submitted herewith.

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 nonresponsive.**

- 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
- Certificate of Tax Compliance, 1 page
- Certificate of Foreign Corporation, 1 page
- Debarment Letter, 1 page
- IRS Form W-9, 1 page
- Certificate of Authority, Corporate, 1 page
- Item Spreadsheet, 13 pages (see Excel file attached)

- 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.

G. Environmentally preferable products information (which is requested but which will not be considered in awarding a contract):

Description of environmental attributes of Bidder's goods or services:

Steps taken to (a) identify any positive or negative environmental attributes of products or services and (b) ensure that those attributes are being addressed as part of operations:

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 OF COMPLETION:

- * 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

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, 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 (Mandatory)

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

Print Name: _____

Date: _____

OR

Company Name
(Corporation, Partnership, LLC, etc.)

By: _____
**Corporate Officer (Mandatory)

Print Name: _____

Date: _____

* 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.

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

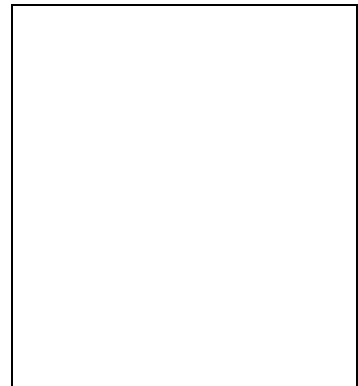
The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here



City of Newton



Mayor
Ruthanne Fuller

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

Date

Vendor

Re: Debarment Letter for Invitation For Bid #21-64

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.

PHONE _____ FAX _____
EMAIL _____

Signature

Date

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

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: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> 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:

- 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
- 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
- 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
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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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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,

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, to waive minor informalities, and to make award as may be determined to be in the best interest of the City of Newton.
2. Prices quoted must include delivery to the City, as specified on the Work Order.
3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.
4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.
5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on Work Order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.
6. 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 Seller.
7. The Contractor 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 its 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.
8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.
9. 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.
10. If so stated in the Invitation For Bid 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).
11. If the Invitation for Bids requires bid surety, this surety shall be in the form of a cash, bid bond, cashiers' 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). The bid surety covers the City for damages when a bidder withdraws its bid after the bid submission date. Be advised that to the extent permitted by the law, the City will retain all bid deposits for withdrawn bids.
12. Verbal orders are not binding on the City and deliveries made or work done without formal Work Order or Contract are at the risk of the Contractor and may result in an unenforceable claim.
13. 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.
14. "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. 39J, 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., Ch. 30, Sec. 39J, the Contractor shall not have any right of appeal from the decision of the City condemning 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."

15. 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.

16. 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., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The Contractor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the Contractor in noncompliance with the work 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 Chapter 111F of the M.G.L. 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.

17. **INSURANCE REQUIREMENTS**

The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.

WORKER'S COMPENSATION

Worker's Compensation: Per M.G.L. c.149, §34 and c. 152 as amended.

COMMERCIAL GENERAL LIABILITY

Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury	\$500,000 each person \$1,000,000 aggregate
Property Damage	\$300,000 each occurrence \$500,000 aggregate

The City shall be named as additional insureds on the Contractor's Liability Policies.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth. This certificate shall indicate that the contractual liability coverage is in force. The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award. If the City is damaged by the Contractor's failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

**FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD
RESULT IN THE CANCELLATION OF YOUR CONTRACT.**

END OF SECTION

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*
(Signature of **Clerk or Secretary**)* *SEAL HERE*
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.

**SCOPE OF SERVICES
NEWTON PUBLIC SCHOOLS
NPS – SUPPLY AND DELIVER INSTRUCTIONAL SUPPLIES**

1.0 Scope

- 1.1 Newton Public Schools (NPS) is accepting bids for INSTRUCTIONAL supplies as per the Instructional Supplies Item Sheets Excel file 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 total by category for Categories A – G (A, B, C, D, E, F and G); items in Category Z will be awarded by line item. Bids for Categories A-G must include bids for all items within each Category or the bidder may be deemed non-responsive.**
- 1.2 Quantities specified are based on a census taken by NPS. NPS 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 23 individual schools all located within the City of Newton
- 1.5 **Please ensure that you use the Excel Item Spreadsheet file provided to submit your bid pricing. Enter your unit prices and product information on the Item Spreadsheet and once completed submit the paper copy with your bid to the City of Newton. After the bid opening date an electronic file will be requested prior to the bid award.**
- Any changes to the Item Spreadsheet other than information related to your bid response may result in your disqualification.**
- 1.6 **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 , e) the vendor's name and order number f) AND the Bid number and/or Bid name.**
- 3.2 Deliveries shall be made to approximately twenty-three (23) 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. **All deliveries must come with a delivery receipt clearly signed by an authorized NPS employee with a copy to be left at the school for proof of delivery.** No sidewalk deliveries will be accepted.
- 3.3 **This will be a one-time purchase with inside deliveries. 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 Facilities Department 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 A - G and Z are to be completed no later than August 20, 2021** 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 WORKSHEET
SEPARATE EXCEL ITEM SPREADSHEET

INSTRUCTIONAL SUPPLIES BID # 21-64 (2021-22) ITEM SHEET

Enter unit price and approved equal comment only; no other data entry or changes allowed.

Item Number	Description or Approved Equal	Unit	Est. Qty.	(Vendor Name)		Approved equal brand, model #, pg # (attach specs)
				Unit \$	Total Cost	
CATEGORY A						
01-05-040	SELF-STICK REMOVABLE ADHESIVE NOTES: 1 1/2" X 2"; YELLOW. 100 SHEETS PER PAD.	PACK/12	93		\$0.00	
01-05-041	SELF-STICK REMOVABLE ADHESIVE NOTES: 3' x 3' ; YELLOW. 100 SHEETS PER PAD.	PACK/12	348		\$0.00	
01-05-042	SELF-STICK REMOVABLE ADHESIVE NOTES: 3" x 5" ; YELLOW. 100 SHEETS PER PAD.	PACK/12	116		\$0.00	
01-05-043	SELF-STICK POP-UP REMOVABLE ADHESIVE NOTES: 3" X 3" : YELLOW. TO BE USED IN POP-UP DISPENSER. 100 SHEETS PER PAD.	PACK/12	20		\$0.00	
01-05-044	SELF-STICK REMOVABLE ADHESIVE NOTES: 3' x 3' ; ASSORTED COLORS. 100 SHEETS PER PAD.	PACK/12	40		\$0.00	
01-05-046	PREMIUM POST-IT ®ADHESIVE NOTES: 3' x 3' ; YELLOW. 100 SHEETS PER PAD. ITEM #654-12YW. NO SUBSTITUTE.	PACK/12	34		\$0.00	
01-05-048	PREMIUM POST-IT ®ADHESIVE NOTES: 3' x 3' ; ASSORTED COLORS. 2X THE STICKING POWER. 70 SHEETS PER PAD PER 24 PACK. ITEM # 654-24SSMIA-CP. NO SUBSTITUTE.	PACK/24 PADS 70 SHEETS PER PAD	7		\$0.00	
01-05-049	POST-IT®ADHESIVE NOTES: 1-1/2" X 2"; YELLOW. 100 SHEETS PER PAD. ITEM #653-24VAD-B. NO SUBSTITUTE. *NEW ITEM*	PACK/12	1		\$0.00	
TOTAL FOR CATEGORY A:					\$0.00	
CATEGORY B						
01-15-007	REPORT COVER 2- POCKETS, DARK BLUE: 8-1/2" x 11" SHEET SIZE. OXFORD ITEM #OXF57538. NO SUBSTITUTE.	BOX/25	85		\$0.00	
01-15-008	REPORT COVER 2- POCKETS, TEAL : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM # OXF57555. NO SUBSTITUTE.	BOX/25	40		\$0.00	
01-15-009	REPORT COVER 2- POCKETS, ORANGE: 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57510. NO SUBSTITUTE.	BOX/25	123		\$0.00	
01-15-010	REPORT COVER 2- POCKETS, PURPLE/LAVENDAR : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57514. NO SUBSTITUTE.	BOX/25	123		\$0.00	
01-15-011	REPORT COVER 2- POCKETS, RED : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57511. NO SUBSTITUTE.	BOX/25	138		\$0.00	
01-15-012	REPORT COVER 2- POCKETS, LIGHT BLUE: 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57501. NO SUBSTITUTE.	BOX/25	82		\$0.00	
01-15-013	REPORT COVER 2- POCKETS, YELLOW: 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57509. NO SUBSTITUTE.	BOX/25	142		\$0.00	
01-15-014	REPORT COVER 2- POCKETS, LIGHT GREEN: 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57503. NO SUBSTITUTE.	BOX/25	113		\$0.00	
01-15-015	REPORT COVER 2- POCKETS, ASSORTED COLORS : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF57513. NO SUBSTITUTE.	BOX/25	20		\$0.00	
01-15-016	REPORT COVER 2- POCKETS, 3- FASTENERS, ASSORTED COLORS: 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF50770. NO SUBSTITUTE.	BOX/25	4		\$0.00	
01-15-017	REPORT COVER 2- POCKETS, 3- FASTENERS, GREEN : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF50773. NO SUBSTITUTE.	BOX/25	61		\$0.00	

01-15-018	REPORT COVER 2- POCKETS, 3- FASTENERS, BLUE : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF50774. NO SUBSTITUTE.	BOX/25	59		\$0.00	
01-15-019	REPORT COVER 2- POCKETS, 3- FASTENERS, RED : 8-1/2" X 11" SHEET SIZE. OXFORD ITEM #OXF50772. NO SUBSTITUTE.	BOX/25	61		\$0.00	
01-15-020	OXFORD® CONTOUR TWO-POCKET PAPER FOLDER, 100 SHEET CAPACITY. 8 1/2" X 11" DARK BLUE. OXF5062523. NO SUBSTITUTE.	BOX/25	3		\$0.00	
01-15-021	OXFORD® CONTOUR TWO-POCKET PAPER FOLDER, 100 SHEET CAPACITY. 8 1/2" X 11" RED. OXF5062558. NO SUBSTITUTE.	BOX/25	3		\$0.00	
01-15-022	OXFORD® CONTOUR TWO-POCKET PAPER FOLDER, 100 SHEET CAPACITY. 8 1/2" X 11" ORANGE. OXF5062580. NO SUBSTITUTE.	BOX/25	18		\$0.00	
01-15-027	OXFORD® SCHOOL GRADE TWIN POCKET FOLDERS WITH TANG FASTENERS, YELLOW 9-1/4" X 11-3/4". OXF50779. NO SUBSTITUTE.	BOX/25	27		\$0.00	
01-15-030	POLY TWO-POCKET FOLDERS W/ METAL FASTENERS. SIZE 11" X 8-1/2", FASTENERS MUST HOLD UP TO 80 3-HOLE PUNCHED SHEETS. COLOR: BLUE. SMEAD SMD87726 OR APPROVED EQUAL.	BOX/25	4		\$0.00	
01-15-031	POLY TWO-POCKET FOLDERS W/ METAL FASTENERS. SIZE 11" X 8-1/2", FASTENERS MUST HOLD UP TO 80 3-HOLE PUNCHED SHEETS. COLOR: RED. SMEAD SMD87727 OR APPROVED EQUAL.	BOX/25	5		\$0.00	
01-15-035	TWO POCKET FOLDERS WITH FASTENERS, 8-1/2" X 11". ORANGE. OXFORD ITEM #OXF50775 OR APPROVED EQUAL.	BOX/25	30		\$0.00	
01-15-040	TWO POCKET FOLDERS WITH FASTENERS, 8 1/2" X 11". PURPLE. OXFORD ITEM #OXF50776 OR APPROVED EQUAL.	BOX/25	33		\$0.00	
TOTAL FOR CATEGORY B:					\$0.00	
CATEGORY C						
01-21-003	BALLPOINT STICK PENS: BLACK MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC BIC#GSM11-BK OR PAPERMATE EAGLE PAP70613. NO SUBSTITUTE.	BOX/12	151		\$0.00	
01-21-004	BALLPOINT STICK PENS: BLUE MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC BIC#GSM11-BLU OR PAPERMATE EAGLE PAP70614. NO SUBSTITUTE.	BOX/12	141		\$0.00	
01-21-005	BALLPOINT STICK PENS: RED MEDIUM POINT. NONREFILLABLE; BIC ROUND STIC BIC#GSM11-RED. NO SUBSTITUTE.	BOX/12	80		\$0.00	
01-21-006	BALLPOINT COUNTER PENS; BLACK MEDIUM POINT. INCLUDES PEN, BASE, CHAIN. PM COMPANY #PMC 05057. NO SUBSTITUTE.	BOX/12	3		\$0.00	
01-21-007	SNAP-ON REFILL FOR PREVENTA STANDARD COUNTER PEN: BLACK MEDIUM POINT. PM COMPANY #PMC05058. NO SUBSTITUTE.	BOX/12	4		\$0.00	
01-21-010	BALLPOINT RETRACTABLE PENS: BLACK MEDIUM POINT. NONREFILLABLE; BIC CLIC STIC BIC#CSM11-BLK. NO SUBSTITUTE.	BOX/12	112		\$0.00	
TOTAL FOR CATEGORY C:					\$0.00	
CATEGORY D						
01-40-020	LOW ODOR DRY ERASE MARKER, FINE POINT, BLACK, DOZEN. SANFORD EXPO 86001. NO SUBSTITUTE. *NEW ITEM*	BOX/12	16		\$0.00	

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	458			\$0.00
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	141			\$0.00
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	246			\$0.00
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	185			\$0.00
01-40-034	LOW ODOR DRY ERASE MARKER - PURPLE - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 80008. NO SUBSTITUTE.	BOX/12	109			\$0.00
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	396			\$0.00
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	84			\$0.00
TOTAL FOR CATEGORY D:						\$0.00
CATEGORY E						
01-56-001	ECONOMY ROUND 3 RING PRESENTATION BINDER: 1/2 INCH CAPACITY. WHITE.	EACH	231			\$0.00
01-56-002	ECONOMY ROUND 3 RING PRESENTATION BINDER: 1 INCH CAPACITY. WHITE.	EACH	706			\$0.00
01-56-003	ECONOMY ROUND 3 RING PRESENTATION BINDER: 2 INCH CAPACITY. WHITE.	EACH	75			\$0.00
01-56-004	ECONOMY ROUND 3 RING PRESENTATION BINDER: 3 INCH CAPACITY. WHITE.	EACH	14			\$0.00
01-56-005	ECONOMY ROUND 3 RING PRESENTATION BINDER: 1/2 INCH CAPACITY. BLACK.	EACH	118			\$0.00
01-56-006	ECONOMY ROUND 3 RING PRESENTATION BINDER: 1 INCH CAPACITY. BLACK.	EACH	458			\$0.00
01-56-007	ECONOMY ROUND 3 RING PRESENTATION BINDER: 2 INCH CAPACITY. BLACK.	EACH	51			\$0.00
01-56-008	ECONOMY ROUND 3 RING PRESENTATION BINDER: 3 INCH CAPACITY. BLACK.	EACH	6			\$0.00
01-56-013	ECONOMY ROUND 3 RING PRESENTATION BINDER: 1 1/2 INCH CAPACITY. WHITE.	EACH	178			\$0.00
TOTAL FOR CATEGORY E:						\$0.00
CATEGORY F						
01-56-020	BINDING COMBS: PLASTIC; BLACK; 1/4 INCH SPINE DIAMETER. 25 SHEET CAPACITY.	BOX/100	2			\$0.00
01-56-021	BINDING COMBS: PLASTIC; BLACK; 3/8 INCH SPINE DIAMETER. 55 SHEET CAPACITY.	BOX/100	3			\$0.00
01-56-022	BINDING COMBS: PLASTIC; BLACK; 1/2 INCH SPINE DIAMETER. 85 SHEET CAPACITY.	BOX/100	3			\$0.00
01-56-023	BINDING COMBS: PLASTIC; BLACK; 3/4 INCH. SPINE DIAMETER. 150 SHEET CAPACITY.	BOX/100	3			\$0.00
TOTAL FOR CATEGORY F:						\$0.00
CATEGORY G						

01-65-010	ALKALINE BATTERY SIZE AAA; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 24 COUNT).	PKG./24	93		\$0.00	
01-65-012	ALKALINE BATTERY SIZE AA; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 24 COUNT).	PKG./24	144		\$0.00	
01-65-014	ALKALINE BATTERY SIZE C; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	30		\$0.00	
01-65-016	ALKALINE BATTERY SIZE D; 1.5 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	14		\$0.00	
01-65-018	ALKALINE BATTERY SIZE 9 VOLT; GUARANTEED. BULK PACKAGE (MINIMUM 12 COUNT).	PKG./12	8		\$0.00	
TOTAL FOR CATEGORY G:					\$0.00	

CATEGORY Z

01-01-040	ASSORTED FADELESS ART PAPER. 12" X 18". 20-COLOR VARIETY PACK. WEIGHT 50 LBS. PACON ITEM #57504. NO SUBSTITUTE.	PKG/60 SHEETS	58		\$0.00	
01-01-075	LINED WHITE COMPOSITION PAPER 8" X 10-1/2" RULED 3/8" SHORT WAY: WHITE SULFITE, SUBSTANCE 16, NO MARGINS.	PKG/500 SHTS.	10		\$0.00	
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.	PKG/500 SHTS.	64		\$0.00	
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.	PKG/500 SHTS.	15		\$0.00	
01-01-081	LINED WHITE COMPOSITION / FILLER PAPER 8" X 10-1/2"; 3-HOLE PUNCHED, COLLEGE RULED, SHORT WAY: WHITE SULFITE, SUBSTANCE 16, WITH RED MARGINS. 200 SHEETS PER PACKAGE. *NEW ITEM*	PKG/200 SHTS.	16		\$0.00	
01-01-082	LINED WHITE COMPOSITION / FILLER PAPER 8-1/2 X 11; 3-HOLE PUNCHED, COLLEGE RULED, SHORT WAY: WHITE SULFITE, SUBSTANCE 16, WITH RED MARGINS. 500 SHEETS PER PACKAGE.	PKG/500 SHTS.	3		\$0.00	
01-01-084	SPIRAL BOUND NOTEBOOK, PERFORATED, COLLEGE RULE, 8 1/2 X 11, WHITE, 100 SHEETS. *NEW ITEM*	EACH	105		\$0.00	
01-01-085	LINED WHITE WRITING PADS 8-1/2" X 11" RULED 3/8" SHORT WAY: WHITE SULFITE, NO MARGINS, SUBSTANCE 16, 50 SHEETS/PAD. UNIVERSAL UNV11000 OR APPROVED EQUAL	CTN/12 PADS	20		\$0.00	
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	11		\$0.00	
01-01-090	SPELLING SLIPS 4" X 10-1/2" RULED 3/8" SHORT WAY: WHITE	PKG/ 500 SHTS.	6		\$0.00	
01-01-092	RAINBOW SENTENCE STRIPS 3" X 24": KRAFT PAPER, 1-3/4 GUIDELINE, YELLOW, ORANGE, PINK, BLUE, GREEN. PAC73400. NO SUBSTITUTE.	PKG/100	20		\$0.00	
01-01-105	GRAPH PAPER 8-1/2 X 11 RULED 1/4": TWO SIDED, WHITE, SUBSTANCE 16. 500 SHEETS PER REAM. PACON2411 OR APPROVED EQUAL.	PKG/500 SHTS.	16		\$0.00	
01-01-110	GRAPH PAPER 8-1/2" X 11" RULED 1/2": TWO SIDED, WHITE, SUBSTANCE 16. 500 SHEETS PER REAM. PACL00778002211 OR APPROVED EQUAL.	PKG/500 SHTS.	61		\$0.00	
01-01-115	GRAPH PAPER 8-1/2" X 11" RULED 1": TWO SIDED, WHITE, SUBSTANCE 16. 500 SHEETS PER REAM. PACL00778012211 OR APPROVED EQUAL.	PKG/500 SHTS.	12		\$0.00	
01-01-140	MANILA OAKTAG 9" X 12" MEDIUM WT. 100 LBS. PAC5181 OR APPROVED EQUAL.	PKG/100 SHTS	64		\$0.00	

01-01-145	MANILA OAKTAG 12" X 18" HEAVY WT. 150 LBS. PACON PAC5114 OR APPROVED EQUAL.	PKG/100 SHTS	19		\$0.00	
01-01-153	PASTEL COLORED CARDSTOCK 8-1/2" X 11"; 5-COLOR ASSORTMENT. WEIGHT 65 LBS. PACON PAC101315 OR APPROVED EQUAL.	PKG/100 SHTS	80		\$0.00	
01-01-154	WHITE CARDSTOCK 8 1/2" X 11". WEIGHT 65 LBS. PACON PAC101188 OR APPROVED EQUAL.	PKG/100 SHTS	196		\$0.00	
01-01-155	COLORED CARDSTOCK 8-1/2" X 11"; 5-COLOR ASSORTMENT. WEIGHT 65 LB., ASTROBRIGHTS 507447 OR APPROVED EQUAL.	PKG/250 SHTS	110		\$0.00	
01-01-156	HEAVYWEIGHT SHEET PROTECTORS 11" X 8-1/2": C-LINE CLI62067 OR APPROVED EQUAL.	BOX/200	63		\$0.00	
01-01-160	EASEL CHART PAPER PAD 24" X 32": TOP GRADE BOND, PADDED AT TOP, 1" RULING, 2-HOLE PUNCHED FOR EASEL. PAC9770 OR APPROVED EQUAL.	PAD/70 SHTS	230		\$0.00	
01-01-161	STITCHED SHOP TICKET HOLDER 9" X 12": NEON, 5 ASSORTED COLORS. C-LINE CLI 43910. NO SUBSTITUTE.	BOX/25	1		\$0.00	
01-01-162	EASEL PAD 27" x 34" 1" SQUARES: 3-HOLE PUNCHED FOR EASEL. TOPS-7900 OR APPROVED EQUAL.	PAD/50 SHTS	14		\$0.00	
01-01-164	NEWSPRINT CHART PAD: 32" X 24", PAD 1" RULING, 70 SHEETS/PAD. CASCADE ITEM #166414 OR APPROVED EQUAL. SAMPLE IS REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.	PAD/100 SHTS	1		\$0.00	
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 SHTS	20		\$0.00	
01-05-001	SPELLING BOOK 5-1/2 x 8-1/2: 12 SHEETS (24 PAGES), WHITE, SUBSTANCE 16 LBS., RULED 3/8" W/BBLUE HORIZONTAL LINES AND DOUBLE RED CENTER LINE FORMING 2 COLUMNS. CASCADE ITEM #022872 OR APPROVED EQUAL.	PKG/12	61		\$0.00	
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 REQUIRED.	DOZEN	96		\$0.00	
01-05-007	COMPOSITION BOOK 10" X 8" 44 PAGES: WHITE, SUBSTANCE 16 LBS., RULED LINES 3/8", SEWN/STITCHED BINDING. BECKER'S 38DSC, SCHOOL SMART ITEM #: 085308 (48 PAGES) OR APPROVED EQUAL.	DOZEN	5		\$0.00	
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.	DOZEN	251		\$0.00	
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. PACMMK37101 OR APPROVED EQUAL.	CTN/144	27		\$0.00	
01-05-014	MARBLE COMPOSITION BOOK 9-3/4" X 7-1/2": 100 SHEETS (200 PAGES). PRIMARY JOURNAL WITH DOTTED CENTER LINES TO TEACH PENMANSHIP FOR GRADES K-2. MEAD ITEM 09554 OR APPROVED EQUAL.	EACH	706		\$0.00	
01-05-015	EXAMINATION BLUE BOOK 7" X 8-1/2" W/8 SHEETS (16 PAGES): PACON PACBB7816 RULED WITH MARGIN OR APPROVED EQUAL. BLUE COVER REQUIRED.	CTN/600	4		\$0.00	
01-05-026	EXCELLO RECORD BOOK 8-1/2" X 11": CONTAINS A TEACHER'S DAILY SCHEDULE, SUPPLEMENTARY DATA SHEETS & GRADE RECORDING SHEETS. ELAN EXCELLO. NO SUBSTITUTE.	EACH	4		\$0.00	
01-05-035	STENO NOTEBOOK: 6" X 9"; 80 WHITE PAGES	PACK/12	3		\$0.00	

01-05-037	UNDATED LESSON PLAN BOOK, CLASS PERIODS: 7/DAY. SIZE 8-1/2" X 11". ELANW101 OR APPROVED EQUAL.	EACH	5		\$0.00	
01-05-531	NOTEBOOK, WIRED, WIDE RULED, 1 SUBJECT, PERF, 3 HOLE, 70 CT ASST. *NEW ITEM*	EACH	70		\$0.00	
01-10-001	RULED INDEX CARDS 3" X 5": WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED. UNIVERSAL UNV47210 OR APPROVED EQUAL.	BOX/1000	234		\$0.00	
01-10-005	RULED INDEX CARDS 4" X 6": WHITE, , 100 WRAPPED. UNIVERSAL UNV47230 OR APPROVED EQUAL.	PACK/100	265		\$0.00	
01-10-010	RULED INDEX CARDS 5" X 8": WHITE, 100 WRAPPED. UNIVERSAL UNV47250 OR APPROVED EQUAL.	PACK/100	105		\$0.00	
01-15-001	VERTICAL FILE FOLDER LETTER SIZE 11-3/4" X 9-1/2": 11 POINT, THIRD CUT, 100/BOX.	BOX/100	131		\$0.00	
01-15-004	HANGING FOLDERS: STANDARD GREEN; 11 POINT; 1/3 CUT TAB, LETTER SIZE.	BOX/25	32		\$0.00	
01-15-005	8 - TAB MULTI-COLOR BINDER DIVIDERS 8-1/2" X 11"; WEIGHT 32LB. BUSINESS SOURCE BSN 20067 OR APPROVED EQUAL.	SET/8	277		\$0.00	
01-15-006	8-POCKET POLY PORTFOLIO. SECTION COLORS RED, BLUE, WHITE AND GREEN. SCHOOL SMART 081928 OR APPROVED EQUAL.	EACH	1		\$0.00	
01-15-025	HANGING FOLDERS: STANDARD GREEN; 11 POINT; EXPANSION - 2" BOTTOM PRESSBOARD. LETTER SIZE. UNIVERSAL ITEM #UNV14142 OR APPROVED EQUAL.	BOX/25	19		\$0.00	
01-20-005	INTERMEDIATE ROUND PENCIL 11/32" DIA.: LARGE DIAMETER LEADS, NOT LESS THAN 6-7/8" LONG. DIXON LADDIE NO. 13304 OR APPROVED EQUAL.	GROSS/144	7		\$0.00	
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. DIXON DX13082 OR APPROVED EQUAL. [Note change in unit amount]	GROSS/144	21		\$0.00	
01-20-015	UNSHARPENED 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	147		\$0.00	
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. NO SUBSTITUTE.	GROSS/144	186		\$0.00	
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	6		\$0.00	
01-20-026	PENCIL SHARPENERS: X-ACTO 1606. HIGH VOLUME COMMERCIAL ELECTRIC PENCIL SHARPENER. BEIGE OR BLACK EPI-1606. NO SUBSTITUTE.	EACH	8		\$0.00	
01-20-027	ELECTRIC PENCIL SHARPENER. EPS8HD-BLK QUIETSHARP EXECUTIVE NO SUBSTITUTES.	EACH	30		\$0.00	
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 ITEM #71556. NO SUBSTITUTE.	BOX/60-72 PIECES	80		\$0.00	

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 ITEM #71544 OR APPROVED EQUAL.	GROSS/144	19			\$0.00
01-20-036	SHARPENER, PENCIL & CRAYON, DBL BARREL CANISTER.	EACH	435			\$0.00
01-22-003	HIGHLIGHTER - TANK STYLE: CHISEL TIP YELLOW. 12 TO A PACK. SHARPIE 25025. NO SUBSTITUTE.	DOZEN	196			\$0.00
01-22-004	HIGHLIGHTER - TANK STYLE: CHISEL TIP ASSORTED COLOR SET. 12 TO A PACK. SHARPIE 25053. NO SUBSTITUTE.	DOZEN	78			\$0.00
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. SCHOOL SPECIALTY ITEM# 1473614 OR APPROVED EQUAL.	DOZEN	12			\$0.00
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. CHARLES LEONARD ITEM#77120 OR APPROVED EQUAL.	DOZEN	7			\$0.00
01-25-016	RULER, 12", PLASTIC, INCH & CM, CENTER HOLES, CLEAR. *NEW ITEM*	EACH	220			\$0.00
01-25-020	YARDSTICKS: WOODEN, VARNISHED. 1-1/8" WIDE. SCALED ON BOTH SIDES. HAS 1/8" DIVISION AND FRACTIONS OF A YARD.	EACH	32			\$0.00
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 REQUIRED.	EACH	40			\$0.00
01-35-001	INVISIBLE TAPE IN DISPENSER: WRITE-ON, 3/4" x 300". 3M 105. NO SUBSTITUTE.	DOZEN	33			\$0.00
01-35-005	INVISIBLE TAPE 3/4 INCH X 36 YDS: 1 INCH CORE WRITE-ON. 3M NO. 6200. NO SUBSTITUTE.	DOZEN	121			\$0.00
01-35-015	TRANSPARENT TAPE 3/4 INCH X 36 YDS: 1 INCH CORE GLOSSY FINISH. 3M NO. 5910. NO SUBSTITUTE.	DOZEN	95			\$0.00
01-35-019	TAPE DISPENSER: WEIGHTED. NON-SLIP RUBBER BASE. HOLDS UP TO 3/4" WIDE, 1" CORE TAPE.	EACH	254			\$0.00
01-35-020	MASKING TAPE 3/4 INCH X 60 YARDS.: BEIGE. 3M PRODUCT NUMBER 234 OR APPROVED EQUAL.	DOZEN	28			\$0.00
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	2			\$0.00
01-35-023	BLUE PAINTER'S TAPE 1 INCH X 60 YARDS: EASY REMOVAL. DOES NOT HARM PAINT. 3M SCOTCH BLUE MASKING TAPE 20901A4X OR APPROVED EQUAL.	PKG/ 4 ROLLS	20			\$0.00
01-35-025	DUCT TAPE 2 INCH WIDE X 60 YARDS: MINIMUM .9MIL. SEAL-IT GLD22105 OR APPROVED EQUAL.	ROLL	22			\$0.00
01-35-030	PACKAGING TAPE: CLEAR VIEW, APPROX. 2 INCH X 55 YDS; 3 INCH CORE; MINIMUM 1.6 MIL THICK.	PACK/6	44			\$0.00
01-35-035	CLEAR GLUE STICKS: NONTOXIC, ACID-FREE. APPROX .24 OZ. ELMERS E556. NO SUBSTITUTE.	PACK/30	225			\$0.00
01-35-040	VELCRO HOOK AND LOOP TAPE ROLL: 2" X 15 FT. WHITE WITH RUBBER BASED ADHESIVE BACKING. VELCRO ITEM 90198 OR APPROVED EQUAL. SAMPLE REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED ABOVE.	EACH PACK	19			\$0.00

01-35-041	VELCRO STICK-BACK HOOK AND LOOP DOT FASTENERS. 5/8", WHITE. VELCRO ITEM 90204 OR APPROVED EQUAL.	EACH PACK	68		\$0.00	
01-35-050	REMOVABLE MOUNTING POSTER PUTTY, 2 OZ PACKAGE. WHITE. MUST BE REUSABLE AND HOLD UP TO 1 LB.	EACH	28		\$0.00	
01-40-001	WHITEBOARD / DRY ERASE BOARD LIQUID CLEANER. CERTIFIED AP NON-TOXIC. EXPO #81803. 8 OZ, BOTTLE. NO SUBSTITUTE.	EACH	131		\$0.00	
01-40-019	MARKERBOARD ERASER 5x2x1. CLEANS UP W/SOAP AND WATER. SANFORD EXPO 81505. NO SUBSTITUTE.	DOZEN	40		\$0.00	
01-40-042	FLIPSIDE DOUBLE-SIDED MAGNETIC DRY-ERASE WHITEBOARD, PLAIN/PLAIN, 9" X 12". FLP10077. *NEW ITEM*	EACH	498		\$0.00	
01-40-043	SCHOOL SMART MAGNETIC WHITEBOARD ERASER, 2 X 4 INCHES, YELLOW HANDLE, BLACK FOAM ITEM #: 084465 OR APPROVED EQUAL.	EACH	691		\$0.00	
01-40-044	FLIPSIDE RULED DOUBLE-SIDED MAGNETIC DRY-ERASE WHITEBOARD, RULED/PLAIN. 9" X 12". FLP10176 OR APPROVED EQUAL. *NEW ITEM*	EACH	613		\$0.00	
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.	EACH	67		\$0.00	
01-45-003	FULL STRIP STAPLER: ANVIL ROTATES FOR STAPLING OR TACKING, FULL RUBBER FOOT. BOSTITCH B440 OR APPROVED EQUAL. MUST OPEN FLAT.	EACH	238		\$0.00	
01-45-005	STAPLES STANDARD. SWINGLINE (SWI35108) OR STANLEY (321841) ONLY. NO SUBSTITUTE.	BOX/5M	204		\$0.00	
01-45-006	STAPLE REMOVER. STAPLES FLAT STAPLE REMOVER. STAPLES 317313 OR APPROVED EQUAL.	EACH	6		\$0.00	
01-45-007	STAPLE REMOVER: RUST-PROOF STEEL JAWS REMOVE STAPLES EASILY WITHOUT DAMAGING PAPER. SWINGLINE #S7038101 OR APPROVED EQUAL.	EACH	71		\$0.00	
01-55-001	PAPER CLIPS GEM #1: 100/BOX.	CTN/10 BOXES	48		\$0.00	
01-55-005	PAPER CLIPS JUMBO: 100/BOX.	CTN/10 BOXES	43		\$0.00	
01-55-010	RUBBER BANDS, ASSORTED SIZES.	BAG/ 1/4LB	69		\$0.00	
01-55-012	SMALL METAL BINDER CLIPS: 3/4 INCH WITH 3/8 INCH CAPACITY; BLACK	12/BOX	196		\$0.00	
01-55-013	MEDIUM METAL BINDER CLIPS: 1 1/4 INCH WITH 5/8 INCH CAPACITY; BLACK	12/BOX	134		\$0.00	
01-55-014	LARGE METAL BINDER CLIPS: 2 INCH SIZE WITH 1 INCH CAPACITY; BLACK.	PKG/12	36		\$0.00	
01-55-015	ASSORTED METAL BINDER CLIPS: BLACK.	PKG/60	16		\$0.00	
01-55-020	T - PINS 1- 1/4 INCH: 100/BOX.	BOX/100	10		\$0.00	
01-55-022	PUSH PINS. 1/2" PLASTIC HEADS W/ 3/8" STEEL POINTS. FOR USE ON BULLETIN BOARDS. ASSORTED COLORS.	BOX/100	27		\$0.00	
01-55-023	PUSH PINS. 1/2" PLASTIC HEADS W/ 3/8" STEEL POINTS. FOR USE ON BULLETIN BOARDS. CLEAR, TRANSPARENT.	BOX/100	65		\$0.00	
01-55-025	CLIPBOARD 9" X 12-1/2" : SMOOTH HARDBOARD FINISH ON BOTH SIDES W/BEVELED EDGES.	EACH	96		\$0.00	
01-55-030	BRASS FASTENERS -ROUND HEAD; 1 INCH.	BOX/100	39		\$0.00	
01-55-031	BRASS FASTENERS -ROUND HEAD; 1 1/2 INCH.	BOX/100	63		\$0.00	
01-55-033	HEAVY DUTY STEEL MAGNETIC CLIPS 1 1/4" W. X-ACTO BULLDOG EPI2026 OR APPROVED EQUAL.	BOX/18	14		\$0.00	

01-55-035	METAL BOOK RINGS. 1" CAPACITY. ACCO BRANDS ACC72202. NO SUBSTITUTE.	BOX/100	11		\$0.00	
01-55-036	METAL BOOK RINGS. 1-1/2" CAPACITY. ACCO BRANDS ACC72204. NO SUBSTITUTE.	BOX/100	5		\$0.00	
01-55-040	CORRECTION FLUID: FAST DRY; FOAM APPLICATOR. 22 ML FLUID. SANFORD CORRECTION FLUID - LIQUID PAPER OR APPROVED EQUAL.	CTN/12	38		\$0.00	
01-55-041	CORRECTION TAPE IN COMPACT DISPENSER: SINGLE LINE; WHITE; 1/6 in. X 400 in. BIC WITE-OUT 50790 OR APPROVED EQUAL.	PACK/10	12		\$0.00	
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	15		\$0.00	
01-60-008	KRAFT CLASP ENVELOPES 6-1/2" X 9-1/2": SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	16		\$0.00	
01-60-010	KRAFT CLASP ENVELOPES 9" X 12": SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	29		\$0.00	
01-60-015	CLASP ENVELOPES 10" X 13": SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	40		\$0.00	
01-60-025	INTER- DEPARTMENT ENVELOPES 10" X 13": PRINTED STANDARD FORM, PUNCHED HOLES, BUTTON & STRING CLOSURE, SUBSTANCE 28, KRAFT STOCK.	BOX/100	8		\$0.00	
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	2		\$0.00	
01-60-030	ECONOMY WHITE MULTI-PURPOSE ADDRESS LABELS: 1 in. X 2-5/8 in.; (SHUR-STICK OR APPROVED EQUAL. NOTE: ECONOMY BRAND LABELS) SAMPLE REQUIRED UNLESS BIDDING EXACT PRODUCT REFERENCED.	BOX/3000	3		\$0.00	
01-60-032	PREMIUM WHITE MULTI-PURPOSE ADDRESS LABELS: 1 in. X 2-5/8 in.; AVERY 5160. NO SUBSTITUTE.	BOX/3000	31		\$0.00	
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.	BOX/1500	6		\$0.00	
01-60-040	SELF-ADHESIVE PRINT OR WRITE NAME BADGE LABELS; BLUE OR RED BORDER. SAMPLE REQUIRED.	PACK/100	28		\$0.00	
01-60-041	"HELLO" BADGE LABELS: SELF-ADHESIVE PRINT OR WRITE NAME; BLUE OR RED.	PACK/100	29		\$0.00	
01-65-005	PREMIUM FACIAL TISSUE 2-PLY WHITE: MINIMUM 144 CT TISSUE/BOX. SAMPLE REQUIRED.	CASE/ 36 BOXES	107		\$0.00	
01-65-006	PROTRACTOR, PLASTIC, CLEAR, 6", 180 DEGREES. *NEW ITEM*	EACH	5		\$0.00	
01-65-007	PENCIL BOX / POUCH, APPROXIMATELY 13-3/8" x 5.5" X 2.5". BOX / POUCH MUST FIT A 12 INCH RULER. ASST. COLORS *NEW ITEM*	EACH	105		\$0.00	
01-65-008	PENCIL BOX, PLASTIC, 8.25" x 5.25" X 2", ASST COLORS. *NEW ITEM*	EACH	932		\$0.00	
01-65-100	RESEALABLE GALLON SIZED PLASTIC BAGS. BOX OF 30. *NEW ITEM*	BOX/30	70		\$0.00	
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	174		\$0.00	
01-80-011	LAMINATING FILM 25 in. x 500 ft. x 3 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR GBC LAMINATOR).	ROLL	8		\$0.00	
01-85-016	WATER SOLUBLE 4- COLOR PEN SET - FINE TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. EXPO SANFORD 16074 OR APPROVED EQUAL.	SET/4	21		\$0.00	

01-80-011	LAMINATING FILM 25 in. x 500 ft. x 3 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR G B C LAMINATOR).	ROLL	45		\$0.00	
01-85-015	WATER SOLUBLE 4- COLOR PEN SET - BROAD TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 01574 OR APPROVED EQUAL.	SET/4	5		\$0.00	
01-85-016	WATER SOLUBLE 4- COLOR PEN SET - FINE TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 16074 OR APPROVED EQUAL.	SET/4	30		\$0.00	