



REQUEST FOR PROPOSAL (RFP)
General Office Supplies for the Fiscal Years
Ending December 31, 2018, 2019, 2020, 2021, and 2022

Issued: June 8, 2018

Due: June 22, 2018

The Village of Oak Park ("the Village") is requesting qualifications to identify vendors to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before June 22, 2018 at 5:00 PM to:

Village of Oak Park
Finance Department
Attn: RFP-FIN-2018-General Office Supplies
123 Madison Street
Oak Park, IL 60302

Section I. General Requirements

A. Introduction and Mandatory Terms

The Village of Oak Park serves an area of four and one-half square miles located eight miles west of downtown Chicago. Oak Park has a population of approximately 52,000 (based on 2010 Census). The Village's population is diverse in income levels, age, and professions with a stimulating mixture of racial, religious and ethnic groups. Oak Park is a Home Rule community and operates under the Board-Manager form of government, in which an elected legislative body, consisting of the President and a Board comprised of six Trustees, hires a professional manager to oversee the day-to-day operations of all governmental services and programs, and carry out the policy directives set out by the elected officials.

The Village of Oak Park provides a multitude of services to its citizens in the form of police and fire protection, street maintenance and construction, community relations, housing programs, youth services, school crossing guards, traffic control, forestry, garbage collection, flood control, health and human services, animal control, water and sewer, building and code enforcement, economic development, and general administrative functions.

Detailed information on the government and its finances can be found in the Village's Budgets and the Comprehensive Annual Financial Reports. The budget, CAFR and other pertinent statements can be viewed at the Village of Oak Park's website at <http://www.oak-park.us/your-government/finance-department>.

The Village of Oak Park ("the Village") is requesting proposals to identify vendors to provide general office supplies and to assure that the Village is receiving the optimum level of services at a competitive price.

The Village of Oak Park will receive responses Monday through Friday, 8:30 AM to 5:00 PM at 123 Madison Street, Oak Park, Illinois, 60302. Each service provider shall provide one (1) hard copy of their response in a sealed envelope titled "RFP-FIN-2018-General Office Supplies," or in lieu of a hardcopy, one PDF attachment emailed to sdrazner@oak-park.us. Emailed and mailed submissions will be accepted until the close of business on June 22, 2018 at 5:00 PM.

There is no pre-bid conference currently scheduled.

Responses will be reviewed and evaluated by the CFO and designated staff and a recommendation provided to the Village Board for approval soon thereafter.

Other inquiries regarding this RFP shall be directed to: Steven Drazner, Chief Financial Officer, at sdrazner@oak-park.us.

B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of service providers at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

C. Service Provider Notification

Service providers will be notified in writing of further questions and/or decisions.

D. Award of Contract

A contract or equivalent agreement will be executed by the Village Manager after CFO's recommendation to the Village Board is formally approved.

E. Taxes Not Applicable

The Village of Oak Park is exempt from State of Illinois sales tax. A W-9 will be submitted upon request.

F. Interpretation of the Request for Proposal Document

Any service provider in doubt as to the true meaning of any part of this document may request an interpretation thereof from the Village or its representative. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the respondent or in the event that Village management deems the interpretation to be substantive, the interpretation will be made by written addendum duly issued by the Village.

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the Village, a copy of such addendum will be mailed to all prospective respondents. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the respondent's responsibility to obtain all addenda issued.

G. Listing of Subcontractors and/or Sub consultants

Any subcontractors of the respondent and the work each one performs or will be expected to perform must be clearly indicated in the proposal.

H. Competency of Service Provider

No submission will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or contract. The respondent, if requested, must present evidence of ability and possession of necessary facilities as well as the financial resources to comply with the terms of the scope of services.

I. Subletting of Contract

No contract awarded by the Village of Oak Park shall be assigned or any part sub-contracted without written consent. In no case shall such consent relieve the respondent from their obligations or change the terms of the contract.

J. Price Changes

Price-per-item amounts proposed for 2018 may only be increased in subsequent years under this agreement by the lesser of 3.0% or the calculated Chicago-Gary-Kenosha CPI index increase from the preceding year.

K. Term of Agreement

Services will be provided for the remainder of 2018, 2019, 2020, 2021, and 2022. The Village reserves the right to terminate the agreement by providing 90 days written notice to the address on record provided by Respondent. In addition, any purchases made under the Agreement will be subject to budgetary appropriation.

Section II. Specific Requirements

A. Scope of Work:

The Village of Oak Park is seeking proposals for a service to fulfill the Village's needs for various products and office supplies including copy paper, toner, and miscellaneous office products. Over the last five years, Oak Park has averaged an annual spend of \$50,000 with an emphasis on filing supplies, binders and related accessories.

The successful Respondent will:

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

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

B. Ordering

The Respondent shall provide a description of their online ordering service for authorized Village employees and personnel.

The Village requires the Respondent to provide 24/7 access via an online ordering portal. The online ordering portal should be accessible to specified representatives throughout the organization. The online ordering portal must have the ability to block the purchase of non-core products at the item level and have an integrated approval system.

The Respondent is required to maintain a local (Chicago area) or toll-free number for ordering, inquiries, and customer service. The Respondent should have a process for handling and communicating back-ordered or out-of-stock products.

Order requirements and notifications for Core List items not available should include:

1. Replacement items of equal or better quality at no extra cost
2. Estimated delivery dates for all back-ordered items

3. If a back-ordered item is not available on the estimated delivery date, the buyer placing the order must be notified prior to the estimated delivery date and given the option of a replacement item or the back-ordered item when it becomes available. If the Village is not satisfied with the quality of the replacement product the Village must have the right to return the product free of charge, including shipping and handling.

C. Customer Service

The Respondent shall provide a description and/or copy of its customer service policies.

D. Product Returns

The Respondent shall provide a description of their return processing procedures. The Respondent should arrange for the collection and refund of all items the City requests to return at no cost to the Village. Under no circumstances will the Village be required to pay a restocking fee to the Respondent for damaged or incorrectly shipped items. If Respondent intends to charge a restocking fee for incorrectly ordered items please describing in the pricing response. If no restocking fee will be levied on respondent please indicate such. All items returned shall be credited to the Village.

E. Products

The contract will be split into two (2) categories:

1. Core List:

Items used most by the Village of Oak Park over the past three years. These will be line item priced products. The Core List can be found in Attachment A.

2. Non-Core List:

All items not covered under the Core List that the Respondent offers within their catalog items (all items sold by the Respondent, with the exception of those items to be excluded under this contract). This will be a specific discount off of catalog price, the catalog to be inclusive of all Respondent's products except those groups of products specifically excluded below.

3. Excluded Items: At the Village's discretion, the following items are excluded under this contract:

- Furniture
- Software
- Computers
- Fax Machines
- Printers
- Janitorial Supplies
- Any individual item having a manufacturer's retail price exceeding \$1,000

F. Brand Names

References to brand names or product numbers are intended to be descriptive. If the specific product cannot be supplied by the Respondent, items of equivalent quality will be considered.

Unless a Respondent indicates otherwise, it is understood that the proposer is offering the referenced brand item as specified in the solicitation. The Village reserves the right to determine whether a substitute offer is equivalent and may require additional descriptive material and a sample.

G. Samples for response purposes

Samples of goods may be required prior to award to determine responsiveness to the RFP's requirements. If requested, such samples must be provided at no cost and delivered to the address specified within the timeframe identified in the notification. Failure to submit samples as specified may be grounds for rejection of a Respondent's proposal. Respondent offering products of a different manufacturer and model number than specified in the solicitation may be required to submit samples for inspection and specification compliance to determine if the item meets the City's quality control standards.

Samples, if not destroyed by tests, may, upon request made by the Respondent at the time the sample is furnished, be returned at Respondent's expense.

H. Change of items

The Respondent shall provide effective management of the initial Core Item list as it is crucial to the success of the vendor-customer partnership. It is understood that over the course of the initial contract term, certain products may be discontinued by the manufacturer, or undergo changes in design, color and packaging. The Respondent must describe the process used to effectively manage this change.

I. Distribution Network

Respondents shall provide a description of their distribution network, outlining the process flow from order entry and routing, pulling of stock (including primary warehouses or secondary outsourced operations), back-ordered processing, packaging, loading and delivery.

J. Deliveries

All deliveries will be made F.O.B. (freight on board) destination as freight pre-paid. Respondents should assume that all deliveries will be inside deliveries to up to three drop points throughout the Village. A designated staff person(s) will be designated to receive shipments at each location. Individual orders shall be packaged and labeled to reflect the buyers' name and inside delivery location.

Any damage (during initial delivery to single drop-off point) to the building interior, scratched walls, damage to the freight elevator, etc., will be the responsibility of the Respondent. When damage does occur, it is the responsibility of the Respondent to immediately notify the Village. The Respondent shall bear the risk of loss or damage to the ordered goods until the goods are delivered to the place of business indicated on the order.

Respondent shall not invoice the Village separately for shipping or delivery costs.

K. Packaging

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

Each shipment shall include a packing slip showing the buyer, ordering date, ordering department, the item number; product description, quantity ordered, price per item, quantity

shipped, and any back-ordered items, including the expected ship date.

Section III. RFP Response Instructions

A. *Proposal Format*

Proposals should be prepared simply and economically, providing a straight-forward, concise description of proposer capabilities to satisfy the requirements of this request.

For your hardcopy submission, special bindings, colored displays, promotional materials, etc., are not desired. If using tabs please ensure each tab is labeled with more than simply a number or letter.

Emphasis should be placed on completeness, simplicity and clarity of content. All proposal responses must be in the following format:

1. Cover Letter
2. Table of Contents
3. Respondent Background
4. Proposed Scope of Service
5. References
6. Cost Proposal
7. Attachments

The desired information for each of these sections is described below.

1. *Cover Letter*

The cover letter should contain the name of the proposing respondent (and/or third party vendors), the address of the proposing officer(s), and the contact individual(s) authorized to answer technical, price, and contract questions. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the proposer(s).

2. *Table of Contents*

The contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments.

3. *Respondent Background*

This section should include the full name and principal address of the respondent. Include the state in which the vendor is incorporated to operate and the date of incorporation if applicable.

The Village requests that respondents provide the names of a designated account executive or relationship manager, as well as an alternate. Any designated account executives must have the authority to make timely decisions in the normal course of business on their own. In addition, describe the organization of any additional staff team which would service the account. Provide a listing of the entire proposed staff team, including name, title, and length of service with the vendor. Additional qualifications and experience on similar accounts may be included.

4. *Proposed Scope of Services*

In addition to addressing the topics covered in this proposal with regards to scope of work and reports required, include any other pertinent information you feel will set you apart from other proposers.

If there are any services offered in addition to what the Village has requested that may be of interest to the Village, please describe those in an additional subsection at the end of your response to the scope of services.

5. *References*

Provide a list of client references of similar sized and/or municipal accounts which the proposer has served over the past two years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each referenced customer.

6. *Cost Proposal*

See Attachment A. Respondent must provide a cost per item for the same or similar item (in terms of specifications and quality) for items on this attachment. Increases in subsequent years must stay within the limitations as specified within this RFP.

The Respondent shall identify and describe any pending or previous litigation the firm was involved in over the past five (5) years which dealt with the quality of services and/or of pricing of products provided.

9. *Attachments*

Please provide completed copies of all the required attachments

- A. Cost Proposal Sheet
- B. Purchase Price Agreement Template
- C. EEO Report
- D. Decline to propose (if needed)

Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

- A. Responsiveness to RFP
The Village will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP.
- B. Ability to Perform Current and Projected Required Services
The Village will consider all the material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type.
- C. Experience and Relevant Knowledge
The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.
- D. Financial Stability
The Village may conduct analysis to examine the respondent's creditworthiness, including capital adequacy, asset quality, management, earnings, liquidity, and sensitivity to interest rate or market risk. This will be assessed by internal staff and/or external rating services.
- E. References
The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.
- F. Cost Proposal

The Village will evaluate aggregate services based on the overall cost effective approach to providing the services requested in this RFP.

- G. **Optional Interviews and/or Site Visits**
The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process. Teleconferencing may be an acceptable option.

ATTACHMENT A

Year 2017

Item #	Description	Unit	Quantity
VER95079	DISC,DVD-R,16XJP,50PKSPDL	PK	47
MAX648720	DISC,CD-R,PRNT,SPL,100PKW	PK	19
QRTP553MP2	BOARD,3X2,PRSTG,WHTBD,MAH	EA	2
SAF5124	FOOTREST,ADJ,INDUST,BK	EA	4
HEWCE390A	TONER,F/M4555,STD YLD,BK	EA	2
IVR39403	ENVELOPE,CD/DVD,50PK,WH	PK	73
PRB04517	PAPER,CHCK, BTTM,24LB,BE	RM	11
ICE31440	BOARD,PORC,DRYERS34X48,SV	EA	1
FEL3229901	SHREDDER,SB99CI,INTELSHRD	EA	1
MMMR33024VAD	PAD,POP-UP,NOTE,24,YW	PK	10
FEL00725	FILE,STOR,LTR/LGL,CTN12	CT	4
WHDSTAMP	STAMP	EA	5
SMD14075	FOLDER,6SEC,2/5C,LTR,RD	BX	8
QUA44782	ENVELOPE,CAT,10X13,WE,28#	BX	10
MMF236210306	BAG,FREEZFRAUD 9X12,WHT	BX	6
MMF236210320	BAG,FREEZFRAUD 9X12,CLR	BX	6
PMC09225	ROLL,2.25X70,2PLY,WE/CA	CT	2
AVE68056	BNDR,FRMD VIEW,1",WHT	EA	28
UNV10310	FOLDER,6 SEC,MLA,LGL	BX	4
WHD20330	FOLDER,MANILA,1/3 CUT,LETTER	BX	32
PRB04116	PAPER,PERFED,5.5",20LB,WH	RM	16
PFXMTN1025	GUIDE,METL TAB,A-Z,LGL	ST	3
PRB04120	PAPER,2 PERFS,20#,WE	RM	16
QUA44582	ENVELOPE,CAT,9X12,WE,28#	BX	9
PFX81672	FOLDER,HNGNG,GLOW,1/5,AST	BX	8
PMC05210	ROLL,THERMAL PPR,1 PLY,WH	CT	4
WHD1526EOX	POCKET,FILE,EXP,3.5,LGL,25/BX	BX	5
FEL00705	FILE,STOR,15X10X24,CTN12	CT	2
QUA45220	BAG,CASH,TRNSMT,100/PK,CR	PK	5
RAYRNT3AAAB	FLASHLIGHT,3AAA,LED,BK	EA	5
WHDS26E	POCKET,FILE,LGL,3.5,EXP,BULK	CT	2
GMT23145	BREWER,K145	CT	1
TOM68720	TAPE,CORRECT1/6,WE,10/PK	PK	8
WHD8533	PAD,LGL RULED,PERF,LTR,WE	DZ	15
ESR122775	CHAIRMAT,66X60,WKSTN,STND	EA	1
HSM1058	SHREDDER,X6PRO,MC,BK	EA	1
VCTPL8000	CALCULATOR,14DGHT PRNT,WE	EA	1
HEWCE413A	TONER,LJ 305A,MG	EA	1
PAP89465	PEN,PROFILE RT BP,BK	DZ	16
KEUK140	COFFEE,BREWER,KEURIG,B140	EA	1
AVE5960	LABEL,ADDRS,1X2.625,30/SH	BX	2
BICVLG361BK	PEN,VELOCITY,36/PK,BK	PK	4
AVE68052	BNDR,FRMD VIEW,.5",WHT	EA	18
WHDR75213	FOLDER,LTR,1/3,11PT,1CBX	BX	8

ATTACHMENT A

Year 2017

Item #	Description	Unit	Quantity
BRTTZE2312PK	LABEL,1/2" BK/WHT,2PK	PK	5
TOP63410	PAD,LGL/LTR,16#12PD/PK,WE	PK	4
PRB04124	PAPER,PERF, 3 2/3,20#,WE	RM	10
VER97088	DRIVE,USB FLASH 8GB,BE	EA	19
SMD75569	JACKET,FILE,LTR,2" EXP,RD	BX	2
RAYDIY3AAAB	FLASHLIGHT,LED LIGHT,BKAL	EA	4
QUA44562	ENVELOPE,CAT,9X12,28#BRKR	BX	7
AAGPM30028	CALENDAR,ERASABLE,12MO,BE	EA	5
DYM1754488	LABELMAKER,LM 360D,BKSV	EA	1
XER3R11053	PAPER,XEROX,20#,LTR,YW	RM	12
PMC05262CT	ROLL,THERMAL PAPER,WH,50/CT	CT	5
CRD16703	BNDR,SPINEVUE,1.5",WE	EA	11
CRD26360	BINDER,NSTCK,LKNG,6",WH,S	EA	2
BICSCSM11BK	PEN,SFTFEEL,RCT,MED,BK	DZ	20
PAP8420152	MARKER,FLAIR,PT GRD,RD	DZ	7
MMMWL854C	FRAME,DISPLAY POCKET,CR	EA	30
DYM45803	TAPE,DYMO,BK ON WHT,.75"	EA	5
PAP89466	PEN,PROFILE RT BP,BE	DZ	11
USS8802	STAMP,APRVD,ENTRD,PAI,AST	EA	6
UNV10301	FOLDER,CLASS,6SEC,LTR,CBT	BX	2
WHD25330	FOLDER,MANILA,1/3 CUT,LEGAL	BX	8
UNV20435	NOTEBOOK,WRBND,3X5,12/PK	PK	9
PFXC1526EHD	POCKET,3.5 EXP,LGL,BN	BX	1
GBC3200586	POUCH,LTR SZ 3MIL,100/BX	BX	2
VCT12403A	CALCULATOR,12D 2C PRNT,SR	EA	1
BRTLCS51BK	INKCART,F/MFC240C,BK	EA	3
VER98703	DRIVE,8GB,FLASH,3/PK,RD	PK	3
RAYALAA24PPJ	BATTERY,INDST,ALK,AA,24PK	PK	11
BOSB2200BK	STAPLER,DESK,BK	EA	7
ABAPMCLEON	COSTUMER,COAT TREE,BK	EA	1
OXF29900235BGD	HOLDER,CERTIFICATE5/PK,DBE	PK	12
PAP1951719	PEN,INKJOY,GEL,OS,.07,BK	DZ	3
RAYALAAA24PPJ	BATTERY,AAA,24/PK	PK	10
SAF3255BL	ORGANIZER,2 HOR,6 VRT,BK	EA	2
MMM559VAD	PAD,EASEL,POST-IT(R) 4,WE	CT	1
ABAPMFESTYN	COSTUMER,COATTREE,BK	EA	1
SWI48209	STAPLER,OPTIMA 45 EL,SR	EA	1
CNM6432B004	INKCART,PGI250XLBK,2PK,BK	PK	2
AVE11419	INDEX,MKR,8TB,5ST/PK,AST	PK	4
AVE5366	LABEL,LSR,F/FLDR,15C,WHT	BX	3
WHD24950	JACKET,FILE,LGL,STR,2"EXP	BX	4
MMM810P10K	TAPE,MAGIC,.75X1M,10RL,CR	PK	4
TOP35500	PAD,COMPUTATION,LTR,100SH	PD	6
MMMR330AP	NOTE,POP UP 3X3 6 PK,AST	PK	12

ATTACHMENT A

Year 2017

Item #	Description	Unit	Quantity
DYM45013	TAPE,CARTRIDGE,1/2,BK/WHT	EA	6
VER95102	DISC,DVD-R,4.7GB,100PK,SR	PK	2
SMD52180	GUIDE,VNYL TAB,A-Z,25,LGL	ST	4
SCCOF10BI0041	CUP,HOT,10OZ,BISTRO,PPR	CT	3
SAN30001	MARKER,SHARPIE,FINE PT,BK	DZ	9
ALEHEFF10	HEATER,FAN,10",BK	EA	3
RED36746	BOOK,STENO,GREGG,80 SH,GN	EA	54
SWI66402	STAPLER,DSK,LGT TCH,OR/GY	EA	6
BOR9150R	BOOK,REC,41LN,150PG,BKRD	EA	1
MMM6549YW	NOTE,HLND,3X3,12/PK,YW	PK	20
QUA46199	MAILER,PLY12X15.5,100BXWE	BX	1
UNV10210	CLIP,BINDER,MED,DZ	DZ	92
FEL12770	FILE,LTR/LGL,RCY,CTN12	CT	2
WHD74135	FOLDER,HANG,LGL,1/3,GN,25/BX	BX	8
WHD24920	JACKET,FILE,LTR,STR,2"EXP 50BX	BX	4
CASMP2201BE	PAPER,XERO/DUP,20#,LTR,BE	RM	12
BOSB8EVALUE	STAPLER,HVY DTY,ELEC,BK	EA	1
CNMMP25DVS	CALCULATOR,2 CLR,PRNT,SV	EA	1
DAXN2709S6T	FRAME,GOLD ACCENT LINE,BK	EA	5
AAG70260X70	PLANNER,CONTEMPORARY,COP	EA	3
DEFCM14443F	CHAIRMAT,46X60NOLIP,BVL	EA	1
IVR81900	CASE,CD,SLIM,25/PK,CLR	PK	5
VER97002	DRIVE,4GB,FLASH,3/PK,BE	PK	3
SAF3265BL	ORGANIZER,MSH TRYSLIDE,BK	EA	2
VER97087	DRIVE,USB FLASH 4GB,BE	EA	9
CLO30112	WIPES,CLOROX,3PK/35CT,WH	PK	7
TOP46510	BOOK,SLS ORD,CBNLS,TRI,50	EA	7
SWI90002	STAPLER,X-HVY DUTY,BK/GY	EA	1
MMM6605SSCY	PAD,POST-IT 4X6 5,CAYW	PK	6
GOJ363912CT	SANITIZER,PUREL,ALOE,12OZ	CT	1
AVT30502	GLOBE,WORLD,13X12X15,AST	EA	1
DXE5342COMBO600	CUP,W/LID,12OZ,HOT,50/PK	PK	4
SWI74136	PUNCH,3-HOLE,45 SHT,BK	EA	2
WHDFREIGHT3	FREIGHT	Undefined	1
AOP60740MS	DESK PAD,NONGLR,12X17	EA	3
HLSHEH8031NUM	HEATER,ENERGY SAVING,GY	EA	1
DXE5310DX	CUP,10OZ PERFECTOUCHE 500C	CT	1
SMD61951	OUTGUIDE,END/TAB,VYL,BE	BX	1
AVT75547	LANYARDS,W/ ID REEL,BK	PK	1
CNMCL41	INKCART,CL-41,TRI COLOR	EA	2
CSC11408PBL1E	STEPSTOOL,3 STEP,FLDG,PM	EA	1
QUA43517	ENVELOPE,CAT,9X12,28#,WE	BX	3
FLRPF119225EV	CHAIRMAT,PF,36X48,LP,CLR	EA	1
BICGSM609BK	PEN,ROUND STIC 60 BOX,BK	BX	16

ATTACHMENT A

Year 2017

Item #	Description	Unit	Quantity
BICSCSF11BK	PEN,SOFTFEEL,RT, FN,BK	DZ	9
BAL628003	MAGNIFIER,4" ROUND,BK	EA	2
MMMDS330BK	DISPENSER,NOTE,BK	EA	7
RAC82159	WIPES,DISINF,LL,35CT-3PK	PK	6
AVE5164	LABEL,ADRS,3.33X4,6/SH	BX	2
MMM684SH	FLAG,120/PK,SIGN HERE,AST	PK	13
AVE5160	LABEL,ADRS,1X2.625,30/SH	BX	3
SMD71189	WALLET,EXP,15X10,5.25,XWD	EA	11
WHD24910	JACKET,FILE,LTR,STR,1"EXP	BX	3
SMD14931	FOLDER,LTR,1",1/3C,GG	BX	1
SMD10501	FOLDER,LTR,1/3,POLY,RD	BX	2
PIL26062	PEN,PRECISE,V5 RT,BK	DZ	3
SMD10502	FOLDER,LTR,1/3,POLY,GN	BX	2
SMD75470	JACKET,FILE,LTR,STR,2"EXP	BX	2
PIL31020	PEN,RBALL,RT,G2,GEL, FN,BK	DZ	4
WHD1536GOX	POCKET,FILE,EXP5.25",LGL 10/BX	BX	4
SOU41SM	COVER,9X12.5,100/BX,BE	BX	4
QUA46390	ENVELOPE,11X13X2,MAILR,WE	CT	1
AVE11907	INDEX,PLST 2 PKT 8TB,AST	ST	14
CNMPG40	INKCART,PG-40,BK	EA	2
ABFTC4705	BOOK,CARBNLSS,SALES FRM	EA	16
PIL26063	PEN,PRECISE,V5 RT,BE	DZ	3
PENBLN105C	PEN,ENERGEL X, FINE,BE	DZ	3
HLSHFH442NUM	HEATER,WALL MOUNT,WH	EA	1
FALDPSJMB2	CLEANER,DUSTOFF,17OZ,2PK	PK	3
WHD4DRW	BINDER,D,WE,4",CV	EA	5
DEFCM13433F	CHAIRMAT,46X60LIP,BVL	EA	1
SMD73890	POCKET,3.5 EXP 25BX,AST	BX	1
CRD60118	INDEX,BNDR,1-31,LTR,ASTD	ST	13
AVE11134	INDEX,BNDR,LTR,10/ST,WH	ST	20
SWI74871	PUNCH HEAD,RPLCMNT-KIT,SR	ST	1
WHD1RRW	BINDER,ROUNDRING,1",WE,VIEW	EA	20
DUCCS556PK	TAPE,SEALING,HI-PERF,2",C	PK	3
ACC47078	COVER,REP,20PT,11X17,RD	EA	10
WHD2RRB	BINDER,ROUNDRING,2"BK,VIEW	EA	11
RUB94610ROS	ORGANIZER,2WAY,CR	EA	1
BICSCSM11BE	PEN,SFTFEEL,RCT,MED,BE	DZ	9
AVE68036	BNDR,FRAMED VU,2",WH	EA	3
SMD50365	GUIDE,PLAIN TAB,MLY,LTR	ST	3
BOS02210	STAPLER,ELECTRIC,BK	EA	1
BRTTZES231	LABEL,1/2" BK/WHT,EXT	EA	3
CRD67424	BNDR,SELECT CV RR, 2",WH	EA	9
LEO61605	BNDR,VARICAP,6,LTR,WE	EA	2
BOR38150J	BOOK,JRNL,26LN,150PG,BKRD	EA	1

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Item #	Description	Unit	Quantity
WHD74055	FOLDER,HANG,LTR,1/5,GN,25/BX	BX	6
SMD14537	FOLDER,MLA,2FSTNR,LTR	BX	2
FEL52454	POUCH,LAMNTR,LTR SZ,100PK	PK	2
SMD53910	GUIDE,CTR TAB,LGL100,MLA	BX	1
KTKFR750	FOOTREST,ROLLERS ADJST,BK	EA	1
BICWOTAPP11	TAPE,CORR,1/6X400"WITEOUT	EA	32
ROL1746466	ORGANIZER,MESH PENCIL,BK	EA	4
SMD10229	FOLDER,LTR INT 1/3,AST	BX	2
ZEB41010	PEN,GEL,RET,MED,ORBITZ,BK	DZ	6
DYM1738345	LABELMAKER,LM210D,BKSV	EA	1
MMM680SH2	FLAG,SIGN HERE 2PK/50	PK	10
OXF29900055BGD	HOLDER,CERTIFICATE,5/PK,BK	PK	6
FEL00789	FILE,QUIK,LTR/LGL,CTN12	CT	1
WHD8500	PAD,LGL,RULD,PERF,5X8,WE	DZ	5
SMD15334	FOLDER,MLA,1/3 CUT,LGL	BX	2
UNV33401	BNDR,RNG,11X8.5,1.5",BK	EA	16
AVE79106	BNDR,D-RNG,VIEW,LTR,5"WHT	EA	1
PIL32221	PEN,BP,ESYTCHE,RETR,MED,BE	DZ	5
SMD70425	FILE,EXP,12X10,A-Z,21PKT	EA	4
SAN1735790	MARKER,SHARPIE,UF,RT,BK	DZ	2
QUA89654	ENVELOPE,FILE,FLT,NO FLAP	BX	1
ALEHEFF10B	HEATER,FAN FRCD,RND,BK	EA	2
EPI73101	STAPLER,ELEC,PERSONAL,BK	EA	1
WHDFREIGHT65	FREIGHT AND HANDLING	EA	4
ACC72133	CLIP,MAGNETIC,LARGE	EA	13
PIL31021	PEN,RBALL,RT,G2,GEL,FN,BE	DZ	3
HOD139	CALENDAR,DESK,SEASONL,AST	EA	2
HWLHCE100B	HEATERS,PERSONAL,BK	EA	1
SAM70810	PADHOLDER,LEATHER,LTR,BK	EA	2
FEL9176501	REST,WRIST MOUSEPD,BK	EA	4
WHD8532	PAD,LGL RULED,PERF,LTR,CA	DZ	4
QRTMWS	MAGNET,RIB STRP 7/8X2 WE	PK	3
TOP44165	FORM,VOICE MSG LOG,WE	EA	5
SAN65450	PEN,UNI-GEL GRIP,MED,BK	DZ	3
CLI63060	FOLDER,FLDR,WRT-ON,EX,AST	BX	2
ACM13901	SCISSORS,8" STR,2PK,GY	PK	3
EPI1818	SHARPENER,PENCIL,ELEC,BK	EA	2
AAGDMW20028	CALENDAR,WALL,MTH,12X17	EA	3
SAN24415PP	HIGHLIGHTER,LIQ.ACCNT,10/ST	ST	4
SWI48207	STAPLER,OPTIMA GRIP EL,SR	EA	1
NES30032	CREAMER,COFFEEMATE,50/BX	BX	14
SWI39005	STAPLER,HVYDITY,GY/BK	EA	1
SMD16943	FOLDER,LGL,11PT,1/3,AST	BX	1
WHDMENR5ML	POUCH,LAMINM11.5X17.5",5ML,100	PK	1

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Item #	Description	Unit	Quantity
FEL52040	POUCH, LAM, LTR, 5MIL, 100/PK	PK	1
CNM6516B001	INKCART, CLI-251, YL	EA	3
DXEDBP09W	PLATE, PPR, 9", 125/PK, WH	PK	4
CLO01761EA	WIPES, DISINFECTANT, LAV	EA	6
SAF3252BL	ORGANIZER, DESKTOP MESH, BK	EA	1
PDC1060325	DUSTER, COMPRESSED GAS, 2PK	PK	5
SFTDSC1300XL	SHOE, COVER, BL, DISP, XL, 300/CT	CT	1
ABFWSP25302W	PAD, EASEL, WRITE-N-STICK, WE, 2PK	PK	1
TOP80274	BOOK, STENO, GREGG, 4/PK, GY	PK	2
RAC84251	WIPES, DSNFT, 80/CNSTR, 3/PK	PK	2
TOP20070	PAD, PERF, LTR, RULD50SH, WHT	DZ	1
PENBK91A	PEN, BPT, BK91, MED, BK	DZ	6
PENBLN105B	PEN, ENERGEL X, FINE, RD	DZ	2
GOJ965212EA	SANITIZER, HAND, PURELL, 8OZ	EA	7
RAC77182CT	CLEANER, LYSOL, WIPES, 6/CT	CT	1
AVE17638	BNDR, FLEXI VU, 1.5", NVBE	EA	8
DYM43613	TAPE, CARTRIDGE, 1/4, BK/WHT	EA	2
BRTLC51M	INKCART, F/MFC240C, MG	EA	2
DAXN16018BT	FRAME, POSTER, 18X24, BK	EA	2
PIL32220	PEN, BP, ESYTCH, RETR, MED, BK	DZ	4
UNV10070	STAMP, URGENT, RD	EA	4
MMM6605PKAST	NOTE, 4X6 LINED, ASST, PST	PK	3
QUAR4202	ENVELOPE, 10X13X1-1/2, WE	BX	1
SWI35450	STAPLES, FULL STRIP, 5M/BX	BX	15
PAP1803493	PEN, INKJOY, 500RT, O/S, BK	DZ	2
AVE11352	INDEX, BNDR, DLY, 11X8.5, LEA	ST	4
MEA09932	NOTEBOOK, 9.75X7.5, 100, BK	EA	13
CLI62028	PROTECTOR, SHT, PLY, HVY, NGL	BX	3
SWI74741	STAPLER, ACC, FULL STRIP, BK	EA	2
HOD140HD	CALENDAR, DSKPD, ILLUS MLY	EA	4
AAG7095005	BOOK, APT WKLY, 8.5X11, BK	EA	2
HOD5226	PLANNER, MNTHLY, BREAST, PK	EA	2
SAF2120BL	FOOTREST, 4 ANGLE, ADJ, BK	EA	1
SEEICU10	MIRROR, CONVEX, 10"	EA	1
BICVLGB361BK	PEN, VELOCITY, BOLD, 36PK, BK	PK	1
GOJ301412EA	SANITIZER, PUREL, SPRING, PK	EA	6
SAN60103	PEN, UNIBALL, .7MM, BE	DZ	3
SMD75605	JACKET, FILE, TPTB, LTR, RCY	BX	1
MMM6756SSCY	PAD, POST-IT 4X4 6, CAYW	PK	3
AVE5979	LABEL, LSR, 450/PK, FLAST	PK	3
UNV00133	RUBBERBANDS, SIZE 33, 1LB	PK	5
EVEHCAL41E	FLASHLIGHT, LED, WORK, BK	EA	1
FEL9252001	REST, WRIST, W/MOUSEPAD, BK	EA	3
MMM6549PUB	NOTE, 3X3, POP UP, AST	PK	4

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Item #	Description	Unit	Quantity
PAP1951720	PEN,INKJOY,GEL,0.5,OS,BK	DZ	1
TOP73127	ENVELOPE,FASTRIP 9X12,WHT	BX	1
SMD74390	POCKET,LGL5.25EXP,TUFF	BX	1
SAM15164	BNDR,CLAS.11X8.5,2",BY	EA	1
QUA37855	ENVELOPE,CLSP 6X9,28#BRKR	BX	4
SAF3250BL	ORGANIZER,MESH,PNCL,BK	EA	2
WAU49521	PAPER,LTR,250PK,110#,BE	PK	2
WAU26701	PAPER,8.5X11,XBRIGHT,BYL	RM	2
BICSCSM361AST	PEN,SFTFEEL,BP,36/PK,AST	PK	1
MMMR33012SSCY	NOTE,3X3 POP UP SS,CA	PK	2
HOD3649	CALENDAR,DSKTP TENT,SCENE	EA	3
UNV10200	CLIP,BINDER,SML,DZ	DZ	58
PAP8430152	MARKER,FLAIR,PT GRD,BK	DZ	2
KSP8906RPK6	TISSUE,FACIAL,EMBASSY,6BXS/PK	PK	3
TAB48090	LABEL,EXHIBIT,U-CREATE,WE	PK	3
MMF28804	PEN,CHAIN RITER,STICK-ON	EA	3
MMMC38BK	DISPENSER,TAPE,DESK,BK	EA	8
BICBU311BK	PEN,BU3,GRIP,BALLPT,BK	DZ	8
QUA63561	ENVELOPE,DEPT,10X13,TIE	CT	1
UNV43050	EASEL,DISPLAY LGHTWGH,SV	EA	1
WAU22651	PAPER,500SH,24LB,FOE	RM	2
UNV10220	CLIP,BINDER,LGE,DZ	DZ	11
AVE11323	INDEX,BNDR,A-Z,11X8.5	ST	12
MMM680HVSHR	FLAG,SIGN HERE DISP,RD	PK	3
MMM660YW	NOTE,PSTIT,RLD4X6,12PK,YW	PK	1
FAO90583	FIRST AID,ANSI A,REFILL	EA	1
SWI74729	STAPLER,747 BUSINESS,RBE	EA	1
SAN65452	PEN,UNI-GEL GRIP,MED,RD	DZ	2
WHD24930	JACKET,FILE,LGL,STR,FLAT	BX	1
FEL5743301	POUCH,3MIL,LTR,100/PK	PK	3
RAY81530PPTJ	BATTERY,AA,30 PRO PACK	PK	1
MMMR33012AP	NOTE,3X3 100SHPD 12PD,PST	PK	2
ZEB22410	PEN,BP,RET,1.0MM,BK	DZ	4
MMMR330YW	REFILL,PST-IT,3X3,12PK,YW	PK	2
WHD8501	PAD,LGL,RULD,PERF,5X8,CA	DZ	3
SMD73390	POCKET,LTR5.25EXP,TUFF	BX	1
SAN25005	HIGHLIGHTER,MJR ACCENT,YW	DZ	4
DYM1759398	BATTERY,R5200,LITHIUM	EA	1
AAGPM20028	CALENDAR,ERSE,12MO,HOZ,BE	EA	2
SMD51910	GUIDE,CTR TAB,LTR100,MLA	BX	1
MMMMW85B	MOUSE,PAD,W/WRIST REST	EA	1
AVT75657	BADGE,HLDR,VERT,IDCRD,BK	PK	2
SAN1884739	MARKER,SHARPE FN,36/PK,BK	PK	1
NEE4087BL	PAPER,CARDSTOCK,8.5X11,MOONSTN	RM	1

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Item #	Description	Unit	Quantity
VCT11003A	CALCULATOR,10D DESKTOP,SR	EA	3
TOP74840	PAD,RECYC,5X8,1DZ,CA	DZ	2
BVCFM1310	MAGNET,DATA CDS,1X2,25,BK	PK	3
UNV10441	CLOCK,12-24HR,12.50",BK	EA	1
DXE5342CDPK	CUP,HOT,12OZ,50/PK	PK	3
CASMP2201GN	PAPER,XRO/DUP,20#,LTR,GN	RM	4
EPSS041257	PAPER,INKJET,MT,50/SH	PK	2
CNM6513B001	INKCART,CLI-251,BK	EA	2
CNM6514B001	INKCART,CLI-251,CN	EA	2
CNM6515B001	INKCART,CLI-251,MG	EA	2
WHD21943	FOLDER,1/3CUT,LTR,AST	BX	2
WHD1514COX	POCKET,FILE,1.75,LTR,25/BX	BX	1
PFX81632	FOLDER,HNG 1/5 LGL,AST	BX	1
UNV00119	RUBBERBANDS,SIZE 19,1LB	PK	4
WLJ36814NB	BNDR,11X8.5 VYL 1", BK	EA	10
MNXMG05010	GLOVES,MECH ORGNL LRG BK	PR	1
RAC84922	WIPES,DISINF,2/PK,WH	PK	2
EML711001	TAPE,ECONO CAUTION YL	EA	3
DEF77301	RACK,LIT,MAG/SIZE,CLR	EA	1
AOPART20009	SORTER,FILE,URBAN,BK	EA	1
DAXN15989ST	FRAME,8.5X11,AIRFLOAT,BK	EA	1
AAGPM26X28	CALENDAR,ERASABLE,WH	EA	1
DEF74901	RACK,LIT,BROCHURE,CLR	EA	2
QUA43717	ENVELOPE,CAT10X13,28#,WE	BX	1
AVE17686	BNDR,FLEXI-VIEW 1",BK	EA	6
QRTS531	BOARD,MARK-WPE,24X18,AL	EA	1
UNV92021	SCISSORS,IND,8,STR,BK/GN	EA	3
KCC03076	TISSUE,KLNX,12BX,125 SHTS	CT	1
OXF55806	COVER,REPORT,CLR FRNT,BK	BX	1
UNV35715GN	PAPER,ROLLS,12/PK,WHT	PK	2
SMD70488	FILE,EXP,12X10,MLY,12PKT	EA	2
AAGPM628	CALENDAR,WALL,15.5X22.75	EA	2
CNH845360	FOOD,C&H,SUGAR,.10OZ	CT	1
BOSEPS4BLUE	SHARPENER,ELEC PENCIL,BE	EA	1
UNV20961	BNDR,VIEW,11X8.5,1",BK	EA	13
UNV75610	TAPE,CORRCTN,SEWIND-6PK	PK	2
UNV57121	COVER,RPT,CLEAR FRONT,LBE	BX	1
WHD24900	JACKET,FILE,LTR,STR,FLAT	BX	1
UNV08110	ORGANIZER,DELUXE DESK,BK	EA	2
GOJ967406DECOPK	SANITIZER,PURELL,ALOE DEC	PK	1
DXE5310DXPK	CUP,HOT,PAPER,10OZ,25/PK	PK	5
UNV76849	FRAME,DOC 8.5X11,3PK,BK	PK	3
FEL21106	COPYHOLDER,DESK TOP,BK	EA	2
SMD74264	POCKET,FILE,LGL,STR,3.5"	BX	1

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Item #	Description	Unit	Quantity
MMM686F1BB	FLAG,INDEX DURABLE,AST	PK	6
MRC2930	TISSUE,FACIAL,100SH,30BX	CT	1
AAG70108X59	PLANNER,CONTEMPORARY,PP	EA	1
PMC04993	TAG,KEY,4/PK,ASST	PK	5
MMM600K12	TAPE,3/4"X1000",12/PK,CR	PK	1
MMM37504RD	TAPE,SHIPPING,4/PK,CLR	PK	1
AAG182905	PLANNER,WEEKLY,MONTHLY	EA	1
SAN1742025	MARKER,UF RT,8/ST,AST	ST	1
SAN32707	MARKER,SHRPIE RT,12ST,AST	ST	1
BICVLG11BE	PEN,BPT,RT,VLCTY,MED,BE	DZ	3
CRD7856000	REFILL,BUS CARD,VYL,10/PK	PK	2
SMD73240	FILE,POCKET SUPERTAB,RD	BX	1
SAN60143	PEN,UNI-BALL,ONYX,BK	DZ	3
AOP60440MS	DESK PAD,NONGLR,19X24,CLR	EA	1
CRD84013	DIVIDER,8 TAB,TRAST	PK	3
UNV40010	BOX,COLLAPSIBLE,2/PK,BK	PK	1
VER95037	DISC,DVD+R16X,50/PK	PK	1
TOP63360	PAD,JR LGL,5X8,WE	PK	1
QRT2301	BOARD,BULLETIN,24 X 18,AM	EA	1
DPSR3027	RIBBON,F/CNMM310 BK/RD	EA	10
BER3940020000	TAPE,394-2,2"X60 DUCT,SV	EA	4
SPR21902	DIVIDERS,INDEX,TOC,1-10,MLT	ST	7
WHD8572	PAD,LGL RULD,PERF,LGL,CA	DZ	1
PENAL17CSWUS	PENCIL,CHAMP,0.7MM,24,BE	PK	2
AAG589200	PLANNER,DOODLE,WH	EA	1
FEL9178201	REST,WRIST FOAM,BK	EA	2
UNV14220	FOLDER,HANG,LGL,25/BX,VL	BX	1
AAG70120X05	BOOK,DSK APPT, MNTHLY,BK	EA	1
PFX4152X2	FOLDER,BX BOTM,2CAP,25LTR	BX	1
WHD5DRB	BINDER,D,BK,5",CV	EA	1
WHD5DRW	BINDER,D,WE,5",CV	EA	1
WHD20300	FOLDER,MANILA,STR CUT,LETTER	BX	2
AVE11902	DIVIDER,PLST PCKT 5TB,AST	ST	5
NAT00863	PAD,JR LEGAL,5X8,12PK,WE	DZ	1
MMM3750	TAPE,BOX SEAL,2X55YD,CR	RL	4
SAN30078	MARKER,SHARPIE,FINE,8/ST	ST	2
QUA37797	ENVELOPE,CSP10X13BRKR32#	BX	1
UNV08123	ORGANIZER,FILE,RECYCLE,BK	EA	1
QRTMPPC	PUSHPIN,MAGNETC,20/PK,AST	PK	1
QUA43055	ENVELOPE,CLSP,6X9,BRKR	BX	1
UNV10210VP	CLIP,BINDER,MED,36/PK	PK	5
DAXN17000NTP	FRAME,DPLMA,8.5X11,BK,2ST	ST	3
AVE11125	INDEX,BNDR,LTR,A-ZST,AST	ST	5
BOSB326BLK	STAPLER,FULL STRIP,BK	EA	1

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Item #	Description	Unit	Quantity
SAN30003	MARKER,SHARPIE,FINE PT,BE	DZ	2
WHD74035	FOLDER,HANG,LTR,1/3C,GN	BX	2
FAO25001	KIT,FIRST AID,113 PC	KT	1
SWI35556	STAPLES,OPTIMA PREMIUM	BX	5
WAU20270	PAPER,ASTROBRIGHT,NE,AST	RM	1
MMM6756SSMIA	PADS,SS,NOTES,4"X4",MIAMI	PK	1
HOD311	CALENDAR,TODAY,REFIL,BEGY	EA	1
DXEFH207	FORK,PLSTC,HVYWGT,100/BX	BX	4
MMF28808	PEN,STICK-ON,BE INK,BK	EA	2
NUD17402	FRAME,8.5X11,MAHOGANY,BK	EA	1
AAGE91950	CALENDAR,BKSTYL,3X3.75	EA	3
WHD1DRW	BINDER,DRING,1"WE,VIEW	EA	5
VER44051	DRIVE,MICRO,USB,32GB,BK	EA	1
ROL62560	FILE,MAG,MESH JUMBO,BK	EA	1
UNV43622	BOARD,DRY,ERASE,18X24,WE	EA	1
HOD124	CALENDAR,DESK,12 MO,22X17	EA	5
AVE8066	LABEL,RMVBL,FLDR750PK,WHT	PK	1
SOU3122010	PAPER,25%COT,8.5X11,20#	BX	1
HOD3679	CALENDAR,DESK TOP TENT,BE	EA	2
CGW24514CT	WATER,ALPINE,SPRING,BTL	CT	3
UNV10199VP	CLIP,BNDR,MINI,144/PK	PK	3
AVE8160	LABEL,INKJT,1X2-5/8,30/SH	PK	2
WHD15RRW	BINDER,ROUNDRING,1-1/2"WE,VIEW	EA	5
DEF590601	HOLDER,SLANTED SIGN,CLR	EA	1
UNV35616	PAD,S-ST4X6,5PK,LND,AST	PK	2
MMM38502ST	DISPENSER,TAPE W/2RLS	PK	1
SAN35549	MARKER,SHARPIE PNT,MED,BK	EA	6
AVE11417	INDEX,MAKER,SNGL ST,8/TBS	ST	4
PENBLN105A	PEN,ENERGEL X, FINE,BK	DZ	1
SAN28010	HILIGHTER,ACCENT RT,BE	DZ	1
IDEFT07046	FOLDER,3 TAB LETTER,MLA	PK	1
SMD74395	POCKET,LGL 7" TEARPROF	BX	1
SAN81045	MARKER,EXPO2,DE,CHSL,16ST	ST	1
WHD05RRW	BINDER,ROUNDRING,1/2",WE,VIEW	EA	7
BRTLC51Y	INKCART,F/MFC240C,YL	EA	1
BRTLC51C	INKCART,F/MFC240C,CN	EA	1
BICBL11YW	HILIGHTER,BRITELINER,FLYL	DZ	4
IVR50448	PAD,MOUSE,GEL WCLOTH,BK	EA	1
FEL48121	FOOTREST,STANDARD,2POSADJ	EA	1
AVE30601	LABEL,LASER,1"X4",2M/BX	BX	1
AVE30603	LABEL,ADDRESS,2X4,1M/BX	BX	1
SAN1742663	PEN,SHARPIE,PLSTC PT,BK	DZ	1
MMMDS330SSVA	NOTE,3X3 POP UP&DISP,AST	PK	1
BICBU3361BK	PEN,BU3,RETRCTBLE,36PK,BK	PK	1

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Item #	Description	Unit	Quantity
HOD25802	CALENDAR, WKLY BOOK,BK	EA	1
RAY81512CF	BATTERY, ALKLINE, AA, 12, SVBE	PK	2
QUA37890	ENVELOPE, CLSP9X12 BRKR28#	BX	2
PFX40528	FOLDER, FILE, GLOW, POLY, AST	PK	1
SFTESLCT	DISP, LEN, CLEANER, WIPE, 100/BX	BX	2
AVE5266	LABEL, LSR, F/FLDR, 750, AST	PK	1
AVE5666	LABEL, LSR, F/FLDR, 750, PP	PK	1
AVE8366	LABEL, WHITE, INKJET, FFLDR	PK	1
MMM680PPBGVA	FLAG, VALPK, AST, BRT, 250/PK	PK	2
TOP73506	NOTEBOOK, 5.5X8.5 100SH, IO	EA	2
TOP63351	PAD, 5X8, NRW, 6PD/PK, YL ,S	PK	1
PDC1058421	DUSTER, PERFECT II, 10OZ	EA	4
AVE6466	LABEL, F/FLDR, 25SH/PK, AST	PK	1
AVE8253	LABEL, INKJET, SHIPPING10SH	PK	1
HOD174	CALENDAR, DSK PD, GARDENS	EA	1
HOD176	DESK PAD, MNTHLY, MOUNTAINS	EA	1
HOD178	DESK PAD, MNTHLY, COASTLINE	EA	1
HOD199	CALENDAR, DSK PD, PUPPIES	EA	1
HOD175	CALENDAR, MOTIVATNAL, DSKPD	EA	1
HOD159	CALENDAR, FLORAL DESK, AST	EA	1
MMM653YW	NOTE, POST-IT, 1.5X2, 12/PK	PK	3
PAP6137406	TAPE, DRYLINE, CRCTN, 10/PK	PK	1
UNV10049	STAMP, DRAFT, RD	EA	2
UNV10062	STAMP, PAID, RD	EA	2
PGC87611BX	TISSUE, PUFFS, BSC, 180SH, WH	BX	4
RAC88070	WIPES, DISINF, POWERFREE, 75EA	EA	2
SAN39100	MARKER, SHARPIE, SV	DZ	1
USSP5460BR	PAD, RP T5460 1.31X2.3 R/B	EA	2
RUB65986	FILE, UNBREAK, MAG, WALL	EA	1
BICWOTAP10	TAPE, CORRECTION, 10/BX, WH	BX	1
WHDPC201C	RIBN, F/1170/1270/1770, COM	EA	1
UNV30730	PADS, WRITE, 12PK, 50SHTS, WH	PK	1
GOJ363912EA	SANITIZER, PUREL, ALOE, 12OZ	EA	2
MMM8101K	TAPE, MAGIC, .75"X1000", CR	RL	7
WTI6515302	KNIFE, DINNER, FLTWARE, SS	BX	2
PFX85293	FILE, POLYZIPENV, CHK, AST	PK	2
UNV40100	ENVELOPE, 9X12, CAT, WHT	BX	1
UNV10199	CLIP, BINDER, MINI, DZ	DZ	50
MMMR33012AU	NOTE, 3X3, 100SHPD, 12PD, ULT	PK	1
MMM6834	FLAG, SMALL SZE 140/PK, AST	PK	4
SAN15001	MARKER, H/DUTY, KING SZ, BK	DZ	1
KMW33137	HEADSET, HI-FI HEADPHONE	EA	1
MMMDP300RD	DISPENSER, HAND 60 YDS, RD	EA	1
ACM15570	SHARPENER, IPOINT BALL, RD	EA	1

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Item #	Description	Unit	Quantity
GMT6520	COFFEE,K-CUP,BREAKFAST BLEND	BX	1
GMT6992	COFFEE,K-CUP,CARIBOU,24/BX	BX	1
TOP56872	NOTEBOOK,WIDERLD,120SH,BK	EA	1
MMMR335YW	NOTE,POPOP RLD3X3, 6PK,YW	PK	2
ROL21931	FILE,MESH WALL,BK	EA	1
MMM8106PK	TAPE,3/4 IN X 1296 IN,MT	PK	1
IVR39502	CASE,CD,150CAP,LK,SMK/CLR	EA	1
QUA41467	ENVELOPE,CAT,9X12,28#BRKR	BX	1
TOM68721	TAPE,CORRECTION,WE,10/PK	PK	1
AVE23078	INDEX,BNDR,LTR,8TAB,WHT	ST	12
UNV72220	CLIP,JUMBO,SMOOTH,1M/PK	PK	4
SWI54019	PAD,F/FINGER,GRPEEZ,BE	DZ	2
SWI74736	STAPLER,FULL,STRIP,RD	EA	1
SAN20045	PENCIL,COL-ERASE,CAR	DZ	2
CLO01599	WIPES,CLOROX,2PK/75EA,WH	PK	1
WAU26741	PAPER,8.5X11,XBRT,50#,PK	RM	1
MMMR33012AN	NOTE,3X3 100SHPD 12PK,NE	PK	1
DEF78601	RACK,LEAF/SIZE W/CRD HLDR	EA	1
DAX1826N3T	FRAME,DCMNT,8.5X11,BK	EA	1
UNV21871	INDEX,ECO,5TAB,6/PK,CR	PK	6
RUB86028	TRAY,REGEN LTR 6PK,BK	PK	1
MMMDH340MB	COPYHOLDER,DESKTOP,BK	EA	1
HOD396	CALENDAR,LAMINATED PLNR	EA	1
DXEKH207	KNIFE,PLSTC,HVYWGT,100/BX	BX	3
MMM20513PK	NOTE,CUBE 2X2 400SH3PK,NE	PK	2
WAU22521	PAPER,RECY 500SH24/60#,BE	RM	1
UNV32660	PADFOLIO,POLY,LET,BLK	EA	1
REARR1391	WIPES,SCRN CLEAN 40/BX,WE	BX	1
SAN25076	HIGHLIGHTER,MJR-ACCT,6/ST	ST	4
BSN42250	ENVELOPE,SIDE SEAM,REGULAR	BX	1
MMMR33010SSAN	NOTE,3X3,POPOP,SS,10PK,NE	PK	1
MMMR33010SSAU	NOTE,3X3,POPOP,SS10PK,ULT	PK	1
AAG89802	DESK PAD,LANDSCAPE 17X22	EA	1
AAGDMD16632	CALENDAR,DSKPD,MNTH,PUPS	EA	1
ROL22341	SHELF,3TIER,DSK,MESH,BK	EA	1
LFS22732	CANDY,LIFSVR,5 FLAVOR	PK	1
LFS22733	CANDY,LFSVR,PEPOMINT,41OZ	EA	1
HOD339	CALENDAR,WALL,SEASONL,LG	EA	1
HOD341	CALENDAR,WALL,BUBBLELX,LG	EA	1
PAP4621501	PEN,WRTBROS STCK,60PK,BE	PK	2
QUA37863	ENVELOPE,CLSP,6.5X9.5BRKR	BX	1
SAN65451	PEN,UNI-GEL GRIP,MED,BE	DZ	1
ACC70021	FASTENER,ADHES,2" CAP	BX	1
SWI74718	STAPLER,DESK,FULL STRIP	EA	1

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Item #	Description	Unit	Quantity
UNV72240	CLIP,JUMBO,NON-SKID,1M/PK	PK	2
RAC76938EA	FRESHENER,LYSOL,FRSH,10OZ	EA	3
ROA12264	NOTEBOOK,STENO,6X9,ORC	PK	1
BICVLG11BK	PEN,BPT,RT,VLCTY,MED,BK	DZ	2
BICRLC11BK	PEN,RBALL,GEL,OCITY,RT,BK	DZ	2
TOP63116	PAD,LGL RLD,LTR,6/PK,AST	PK	1
NEE98835	BOOK,47#,JOURNAL,PP	EA	1
SWI74133	PUNCH,3-HOLE,20SH,BK	EA	1
MMM810K6C38	TAPE,3/4"X1000",6/PK,CR	PK	1
MMM1426	TAPE,MLNG,2"X800",6/PK,CR	PK	1
CLO15948EA	CLEANER,DSNFCT,WIPES,LMN	EA	2
MGLM2A016	FLASHLIGHT,MML AA W/BTTRS	EA	1
MMF28904	PEN,SEC COUNTER,CHAIN,BK	EA	5
ACM10415	RULER,STAINLESS STEEL,12"	EA	3
BRTTZE131	LABEL,1/2" BK/CLEAR	EA	1
AAG938P200	CALENDAR,DESK,WKLY,MTH,PP	EA	1
SWI64601	STAPLER,DSK,FULL STRIP,BK	EA	1
SAN25009	HILIGHTER,MJR ACCENT,PK	DZ	2
SWI40501	STAPLER,STD,TACKS,BK	EA	2
RAC77182EA	CLEANER,LYSOL,WIPES	EA	2
RAC77925EA	FRESHENER,CLNR,LYSL,OCEAN	EA	2
IVR73306	STRIP,POWER,6FT,6OUTL,IVY	EA	1
TOP20801	NOTEBOOK,5X7,100SH,GN	EA	2
AVE11135	INDEX,BNDR,LTR,10/ST,AST	ST	5
MMM6200K6	TAPE,INV .75X1000 6PK,CR	PK	2
CASMP2201GRP	PAPER,8.5X11,FIREWX,GDRO	RM	2
MMM810121296	TAPE,MAGIC 1/2X1296	RL	6
AAGG470H00	PLANNER,PROF,PREM,MTH,BK	EA	1
BICGRE11RD	PEN,GRIP,ROLLERBALL,0.7,RD	DZ	1
UNV72220BX	CLIP,JUMBO,SMOOTH,100/BX	BX	27
TOP20152	PAD,RCYL,1DZ/PK,5X8,WHT	DZ	1
WHD3RRB	BINDER,ROUNDRING,3"BK,VIEW	EA	2
WHD3RRW	BINDER,ROUNDRING,3"WE,VIEW	EA	2
UNV31314	PUSHPIN,400/PK,AST	PK	3
CASMP2201CY	PAPER,XRO/DUP,20#,LTR,CAN	RM	2
REARR1237	CLEANER,PC,FAX,LASER,10PK	PK	1
MMM65412SSCY	PAD,POST-IT 3X3 12,CAYW	PK	1
TOM68627	TAPE,CORRECTION,MONO,2PK	PK	3
AVE11200	DIVIDER,INDEX 5TAB,AST	ST	3
BICGPM11BK	MARKER,GRIP,PERM,FN,BK	DZ	2
HOD28302	PLANNER,WEEKLY MONTHLY,BK	EA	1
AVE29861	HILIGHTER,PEN ST,24PK,AST	PK	1
UNV35663	PAD,12SLFSTCK1.5X2,AST	PK	3
MMM6545UC	NOTE,PST-IT,3X3,5/PK,AST	PK	2

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Item #	Description	Unit	Quantity
RAY8154K	BATTERY,ALK,AA,4/PACK	PK	4
RAY8154J	BATTERY,ALK,AA,4/PACK	PK	4
TOP65161	NOTEBOOK,1SUB,CLGE RLE,WH	EA	5
ACM13139	SCISSORS,DSGN,8",STR,BK	EA	2
PENBK440ASWUS	PEN,WOW!,BLPT,MED,36PK,BK	PK	1
CRD84019	DIVIDER,8TB,4PK,AST	PK	1
MMMWD330BK	DISPENSER,POP-UP,3X3,BK	PK	1
GMT6534	COFFEE,K-CUP DONUT HOUSE 24/BX	BX	1
AVE11351	INDEX,BNDR,MLY,11X8.5,LEA	ST	4
PENAL19A	PENCIL,MECH,0.9MM,BK	DZ	1
ACC72202	RING,BOOK,1",100/BX	BX	1
SAN28025	HIGHLIGHTER,ACCENT RT,FYW	DZ	1
SAN28029	HIGHLIGHTER,ACCENT RT,FPK	DZ	1
MMM1456	TAPE,PACKG,2"X800",6PK,CR	PK	1
SMD64615	TAB,HNG FLDR,1/3CUT,25,CR	PK	4
UNV24264	PENCIL,GOLF AND PEW	BX	1
PDC50501208	DUSTER,AIR 3.5OZ,2PK	PK	2
ACI2101	PUNCH,PPRO 3 HOLE,BK/SV	EA	1
FEL9179301	REST,WRIST,W/PAD,BEACH	EA	1
UNV24804	INDEX,LTR,10TB,6/PK,WE	PK	1
WHD20350	FOLDER,MLA,1/5 CUT,LTR	BX	1
WHDFREIGHT61	FREIGHT	EA	2
ACM13135	SCISSORS,8" STRAIGHT,BK	EA	4
SMD87411	COVER,REPORT,LTR,10PK,BE	PK	1
BVCFM1312	REFILL,DATA CDS,1X2,AST	PK	1
AVE11111	INDEX,BNDR,11X8.5,8CLRD	ST	13
CRD60990	DIVIDER,ONESTEP,52TAB,AST	EA	1
SGH015300	PAPER,8.5X11,NDEX,250,WH	PK	1
FALDPTC	CLEANER,LCD,PLSMA SC,BKSV	KT	1
UNV10220VP	CLIP,BINDER,LGE,36/BPK	PK	1
LFS21524	CANDY,WINT O GREEN,50OZ	EA	1
MMMC40BK	DISPENSER,TAPE,1"CORE,BK	EA	1
CPC26800	SOAP,AQUARIUM,7.5OZ,CLR	EA	4
JDKK66652	NOTEBOOK,POLYCOVER T/WIRE	EA	1
UNV11000	PAD,W RULD,PADDED,LTR,WE	DZ	1
SWI35320	STAPLES,H/DTY,15/16"1M/BX	BX	1
SWI35319	STAPLES,H/DTY,.75",1M/BX	BX	2
SAF4229BL	HOOK,COAT,BK	EA	2
AAGPM328	CALENDAR,WALL,15.5X22.75	EA	1
WHD20331	FOLDER,MLA,1/3CT,LTR,POS1	BX	1
MMM6605PK	PAD,4X6,5PD/PK,CANARY	PK	1
GOJ301212	SANITIZER,PURELL,OCEAN,AA	EA	2
ROL22291ELD	FILE,CARD,MESH,BK	EA	1
AAGPM550B28	CALENDAR,QUICKNOTES,YL	EA	1

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Item #	Description	Unit	Quantity
REARR1243	SWAB,KEYBRD CLEANING,24BX	BX	1
HOD3771	CALENDAR,WALL,MNTH,CARS	EA	1
MMM6609YW	NOTE,HLND,4X6,12/PK,YW	PK	1
HOD134	DESK PAD,2 MONTH,BK	EA	1
ACI1454	STAPLER,PPRO STANDOUT,PP	EA	1
MMM6549PUA	NOTE,3X3, POP UP,PST	PK	2
MMM660BK	DISPENSER,TPE 1"CORE,BK	EA	3
MMF258402R04	REFILL,F0340,2,91,4342BK	EA	8
BOSSB35PHD5M	STAPLES,H/DTY,F/PHD60,5M	BX	1
AVE21447	INKER,STAMP PAD,NEAT-FLO,RD	EA	6
UNV72210	CLIP,#1,GEM,SMOOTH,1M/PK	PK	7
DIX13830	PENCIL,TIC #2 PRESHARP,YL	PK	1
ECOEPBHC12WAPK	CUP,COMPOST,12 OZ,50PK	PK	1
BOS42465	LEVEL,ALUMINUM TORPEDO (M	EA	1
TOP63379	PAD,LGL RLD,100 SH,WE	PD	2
AVT75307	CLIP,WALL,COOL,AST,20/BX	BX	1
SMD73892	POCKET,FLE,LTR,3.5"AST5PK	PK	1
SAN33074	MARKER,SUPER,SHARPIE,4/ST	ST	1
AVE11350	INDEX,BNDR,AZ,11X8.5,LEA	ST	4
RTG81024	FLAG,SIGN HERE,DISPEN,RD	PK	2
PMC04620	BAG,VINYL ZIPPER COIN ,BE	EA	2
KCC25830	TISSUE,KLNEX,ULTRA,75,WH	PK	1
AVE11903	DIVIDER,PLST PCKT 8TB,AST	ST	3
TOP46808	BOOK,RCPT,4UP,CBNLS,TRI1C	EA	1
SWI79398	STAPLES,H/DTY,3/8",5M/BX	BX	1
SAN37001	MARKER,SHARPIE,ULTRAFN,BK	DZ	1
SAN30002	MARKER,SHARPIE,FINE PT,RD	DZ	1
PAP85580	PEN,RT,FLXGRP ELTE,MED,BK	DZ	1
PAP85581	PEN,RT,FLXGRP ELTE,MED,BE	DZ	1
VEK90079	STRIP,STKY-BACK,18",WE	EA	3
DXETH207	SPOON,TEA,HVYWGT,100/BX	BX	2
AAGPM21228	CALENDAR,WALL,2/CLR YR	EA	1
UNV36004	ENVELOPE,#10 PEELSEAL,WHT	BX	1
PGC87615PK	TISSUE,PUFF,3PK/8PK CT,WH	PK	1
PIL32222	PEN,BP,ESYTCHE,RETR,MED,RD	DZ	1
ALL25405	RUBBERBANDS,SIZE117B,NTTN	BX	1
MMMTP385420	POUCH,THERML,81/2X11,CLR	PK	1
PAC103063	PAPER,CONST,12X18,AST	PK	2
SAN27075	HIGHLIGHTER,PKT ACCENT,5/ST	ST	2
BOSB210RBLUE	STAPLER,DESK,ANTIMCRO,BE	EA	1
BICVCG11BK	PEN,BPT,RT,ATLNTIS,MED,BK	DZ	1
DXE12FPPATHPK	CUP,COLD,12OZ,100/PK	PK	1
CNM4075A007AA	CALCULATOR,PRTABL DISPLAY	EA	1
UNV79000	STAPLES,CHSEL PT,5M/BX	BX	10

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Item #	Description	Unit	Quantity
FSK01004761J	SCISSORS,8IN,BNT,SFTGP,GY	EA	1
AVE05247	LABEL,MAILNG SEAL 600,WHT	PK	2
MMF28708	PEN,REPLACEMENT,F/CHAIN	EA	4
COS035659	STAMP,ACCU,ROUND PAID,BE	EA	1
COS035542	STAMP,ACCU2 SH DRAFT BL/R	EA	1
UNV10045	STAMP,CANCELLED,RD	EA	1
SAN80556	MARKER,EXPO2,6/ST,W/ERASR	ST	1
UNV99004	FLAG,.47X1.77"PAGE,140AST	PK	2
PENQE519C	PENCIL,TWST-ERS 3,.9MM,BE	EA	2
AVE23565	HIGHLIGHTER,PENSTYL6/ST,AST	ST	4
SAN70503	ERASER,MAGIC RUB,3PK,WE	PK	3
MMF258025508	PEN,CHAIN RITER,SNAP-ON	EA	3
SAN1919057	MARKER,MR SKETCH,BK	DZ	1
UNV31803	OPENER,LETTER,3/PK,WHT	PK	3
MMM6549A	NOTE,HLND,3X3,ASST,12/PK	PK	2
BICVLG11RD	PEN,BPT,RT,VLCTY,MED,RD	DZ	1
MMM33012SSAU	NOTE,3X3,SS,FULL ADHE,AST	PK	1
DEF77001	RACK,LIT,MAG/SIZE,CLR	EA	1
HOD155HD	CALENDAR,DSKPD,ACAD,22X17	EA	1
CASMP2201TT	PAPER,FRWX,8.5X11,20,BEGN	RM	1
UNV10104	STAMP,FILE COPY,BE	EA	1
SAM18937	BNDR,1" VIEW,RR, WE	EA	2
BICMPFG11	PENCIL,BICMATIC,GRP,.5,GY	DZ	1
MMM686LAPV	TAB,POST-IT,1"X1.5"	PK	1
RAY82412K	BATTERY,ALKLN,AAA,12,SVBE	PK	1
ACM10572	SHEARS,8 INCH	EA	6
SAN33666PP	MARKER,SUPR SHRPIE,6PK,BK	PK	1
BICMMP31	PEN,4COLOR,RET,3/PK,AST	PK	1
EPIX211	BLADE,#11 CRD 5PK	PK	3
AVT91172	CLAMP,GRIP A CLIP	BX	1
ROL62533	HOLDER,3TIER,SWVL,MSH,BK	EA	1
UNV63000	TAPE,2"X55YD,6/PK,CR	PK	1
ASP30182	PAD,NATURESMART RAIN,BE	EA	1
AOPART20005	CUP,PENCIL,URBAN,BK	EA	1
AAGSW70650	REFILL,FLIP-A-WEEK	EA	1
OXF29900585BGD	HOLDER,CERTIFICATE,5/PK,BY	PK	1
UNV46200	PAD,NRW RULD,PERF,5X8,CA	DZ	1
UNV21000	CLIP,PAPER,#1,1000/PK,AST	PK	1
MMM3450SRD	TAPE,1.88 IN X 38.2 YD,CR	RL	2
UNV15001	DISPENSER,TAPE,1"CORE,BK	EA	3
CNM5936A028AA	CALCULATOR,BUSINESS	EA	1
PAP1951360	PEN,INKJOY,BALLPT,.7MM,BK	DZ	1
REDC177227	CALENDAR,DESK,MNTHLY	EA	1
KSP8920BX	TISSUE,FACIAL,100/BX	BX	4

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Item #	Description	Unit	Quantity
ROLE22625	HOLDER,CLIP,MT/BK	EA	1
WHDFREIGHT7	FREIGHT	EA	1
UNV10200VP	CLIP,BINDER,SML,144/PK	PK	1
DEF69101	HOLDER,DESK SIGN,5X7,CLR	EA	1
CLI62018	PROTECTOR,SHT,LTR,NGL	BX	1
PENC505HB	LEAD,PENCIL,.5MM,HB,12/PK	PK	12
UNV20962	BNDR,VIEW,11X8.5,1",WH	EA	4
SWI54501	STAPLER,DSK,FULL STRIP BK	EA	1
DCCTP12PK	CUP,12OZ,PLASTIC,50PK,CLR	PK	2
BSN74551	PROTECTOR,SHEET,STNDRD,CLR	BX	1
SAN81505	ERASER,DRY ERASE SURFACES	EA	3
UNV36000	ENVELOPE,#6 PEELSEAL,WHT	BX	1
ANR70AB	CLEANER,LENS CLN TWLS,100	BX	1
UNV57300	PADS,WRITE,5X8,12/PK	PK	1
BICMS11BE	PEN,BALLPNT,CRYSTL,MED,BE	DZ	3
TOP63016	PAD,LGL RLD,5X8,6/PK,AST	PK	1
BOS10499	KNIFE,QUICK CHANGE RECT	EA	1
UNV95000	CLIP,JMBO VNYL,250/PK,AST	PK	2
AAGSW705X50	CALENDAR,REFILL,WEEKLY	EA	1
VIM23310	SUGAR,DIXIE,PACKETS,100BX	BX	4
SFTGREPLG1	GLOVES,LATX PF,EXAM,LG 100BX	BX	1
DURQU1500B4Z	BATTERY,ULTRA,AA,4/PK	PK	1
FEL68112	ORGANIZER,FILE,BK	EA	1
SWI54035	PAD,F/FINGER,RUBR,SZ 11.5	DZ	4
DVOCB703469EA	CLEANER,WINDEX,ANTIBAC	EA	1
SAN27005	HIGHLIGHTER,PKT ACCENT,YW	DZ	1
SAN27006	HIGHLIGHTER,PCKT ACCENT,OE	DZ	1
SAN27009	HIGHLIGHTER,PKT ACCENT,PK	DZ	1
SAN27010	HIGHLIGHTER,PKT ACCENT,BE	DZ	1
SAN27026	HIGHLIGHTER,PKT ACCENT,FLG	DZ	1
PENAL15A	PENCIL,MECH,CHAMP,.5MM,BK	DZ	1
BICMS11BK	PEN,BALLPNT,CRYSTL,MED,BK	DZ	3
CASMP2201CHE	PAPER,XERO/DUP,20#LTR,CH	RM	1
CASMP2201PK	PAPER,XRO/DUP,20#,LTR,PK	RM	1
CLI90125	PROTECTOR,SHT,11X81/2,CLR	BX	1
OXF03514	GUIDE,CARD 3X5 A-Z,AST	ST	1
MMM653AU	NOTE,PSTIT1.5X2,12/PK,ULT	PK	1
ALL42199	RUBBERBANDS,#19,1/4LB,CN	BX	2
SMD85750	FOLDER,POLY,PROJ,5/PK,AST	PK	2
ACM13402	SCISSORS,8"BENTSTR,3PK,BK	PK	1
DXEDBP06W	PLATE,PAPER,6",100/PK,WH	PK	1
AVE23079	INDEX,BNDR,LTR,8TAB,CLRD	ST	6
UNV01105	RUBBERBANDS,SIZE 105,1LB	PK	1
MMM654924PK	NOTES,3X3,24PK	PK	1

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Item #	Description	Unit	Quantity
AAGPM5028	CALENDAR,WALL,12MO,8X11	EA	1
SWI78911	STAPLER,TACKR KIT,STD,CUB	EA	1
UNV31304	PUSHPIN,PLAS,100/PK,CR	PK	3
SWI35314	STAPLES,H/DTY,.25",1M/BX	BX	1
UNV07071	MARKER,PERMNT FINE,BK	DZ	2
FEL58024	PAD,MOUSE,9X8,BK	EA	2
REARR1403	WIPES,PHONEKLEEN,50 P/TUB	EA	1
AVE05468	LABEL,.75RND,1008/PK,NGN	PK	1
AVE07749	HIGHLIGHTER,DSK-STYLE,PK	DZ	1
CLI90128	PROTECTOR,SHT,TPLD,LTRNGL	BX	1
REARR1209	WIPES,ONE STEP,24EA/BX	BX	1
HOD164	CALENDAR,MNTHLY,DSKPD	EA	1
RTG41200	PAD,NOTE,SLFSTCK,3PK,AST	PK	2
UNV07051	MARKER,PERM,CHSL,RG,BK	DZ	2
MAX190560	HEADSET,EAR BUD,BK	EA	2
MMM653AST	NOTE,POST IT 1.5X2,PST	PK	1
SWI38101	REMOVER,STAPLE,BK	EA	2
IVR51510	WIPES,SCREEN POP-UP,120CT	PK	1
AAGE51750	CALENDAR,REFILL,3.5X6	EA	1
MMM67010AB	FLAG,PGMRKR,BRIGHT,10,AST	PK	1
UNV55400	PENCIL,#2,UNIVERSAL	DZ	4
AOPSS2036	DESK PAD,36 X 20,CLR	EA	1
OIC31029	CLIP,BINDER CLIPS,AST	PK	1
REARR1203	WIPES,PHONE-KLEEN,18/BX	BX	1
JOJ4634	BANDAGES,3/4X3,ADHV100/BX	BX	1
AAGPM528	CALENDAR,MTHLYMINIWALL,WH	EA	1
COCBS725WR	STIRRERS,7.25",WHT/RED,COCKTAI	BX	2
MMM686RYB	TAB,DURABLE,66/PK,AST	PK	1
ROLFG9C9500BLA	HOLDER,MESH DOCUMENT,BK	EA	1
RED5L528	BOOK,SALES N/CRBN TRI	EA	1
DEF70841	CARDHOLDER,BUSINESS,CLR	EA	1
SAU05612	CLIPBOARD,HARD,LTR 9X12.5	EA	4
DEF90404	HOLDER,4-TIER,BUS CRD,BK	EA	1
UNV81024	COMPRESSOR,F/PPR FSTNRS	BX	1
BICMPG11	PENCIL,BCMTC,GP.7,12PK,BK	DZ	1
MTH01239EA	CLEANER,ALL PURPOSE,LIM	EA	1
SPR00606	FOLDER,FILE,LTR,TRNSPRNT,CL	PK	2
ACC12993	FASTENER,PRONG,BASE,2"	BX	1
CRD60318	INDEX,BNDR,JAN-DEC,LTR,AS	ST	2
UNV72211	CLIP,#1,1200/PK,W/DSPNR	PK	1
SWI90009	STAPLES,HVY,DTY,F/90010	BX	1
OIC31026	CLIP,BINDER,ASST COLOR&SZ	PK	1
PAP3331131	PEN,BALLPOINT,MED PT,BK	DZ	4
PENPD255A	PENCIL,AUTO,0.5MM,DGY	EA	2

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Item #	Description	Unit	Quantity
BICCSM11BK	PEN,CLIC STIC,RET,MED,BK	DZ	1
IVR52445	PAD,MOUSE,RUBBER,BRG	EA	1
SWI35312	STAPLES,H/DTY,.5",1M/BX	BX	1
PGC34884PK	NAPKINS,BOUNTY,100/PK,WH	PK	2
UNV20014	CUP,MESH,CLIP,BK	EA	4
BICSGSM11BK	PEN,SOFT FEEL,STIC,MED,BK	DZ	1
PAP2841178	FLUID,CORRECTION,PMOP,WE	EA	5
MMMC60ST	DISPENSER,TAPE 1"CORE,SR	EA	1
AVE21272	PAD,STAMP,MICROPR,6.25,RD	EA	1
AVE21282	PAD,STAMP,MICROPR,6.25,BK	EA	1
CPC26012EA	SOAP,REFIL,SFTSP,W/ALOE	EA	2
AAGSK2400	CALENDAR,DSK PD/WALL,BK	EA	1
KLF11005	INDEX,BNDR,LTR,5TAB,CR,50ST/BX	ST	9
SAN64324	HIGHLIGHTER,FAB4009,FYW	DZ	1
UNV84660	POUCH,LUG TAGW/LOOP,25/PK	PK	1
UNV84642	POUCH,BUSINESS CRD,100/BX	BX	1
SAN70207PP	REFILL,GEL207,RBL,BK,2PK	PK	2
UNV08109	CARDHOLDER,BUSINESS,BK	EA	5
UNV07072	MARKER,PERMNT FINE,RD	DZ	1
WLJ36834NR	BNDR,11X8.5 VYL 1.5" RD	EA	1
BICGSM11BK	PEN,ROUND STIC,MED,BK	DZ	5
CLI62037	PROTECTOR,SHT,TPLD,LT,CLR	BX	1
UNV35720	ROLL,ADD/CALC,2.25,3RL/PK	PK	1
TOP25400	NOTEBOOK,WRBND,8X5	EA	1
UNV00700VP	REMOVER,STAPLE,JAWST,3,BK	PK	2
RPPR810BX	STICK,WDCOFFEE,5.5",WDG	BX	2
ACI2402	PUNCH,PPRO ONE HOLE,GY	EA	1
UNV72230	CLIP,#1,GEM,NONSKID,1M/PK	PK	1
PAP1951260	PEN,INKJOY 300 RT O/S,BK	DZ	1
PENBK440B	PEN,BALLPOINT,RT,MED,RD	DZ	1
SAN30665PP	MARKER,SHARPIE,FN,BK,5/PK	PK	1
SPR19257	FLAGS,SIGN-HERE,1",100CT,YW	PK	1
UNV31310	PUSHPIN,PLAS,100/PK,RW	PK	2
DEF77501	RACK,LIT,LEAF/SIZE,CLR	EA	1
UNV20992	BNDR,VIEW,11X8.5,3",WH	EA	1
BICGSM609BE	PEN,ROUND STIC 60 BOX,BE	BX	1
AVE17685	BNDR,FLEXI-VIEW 1",NVBE	EA	1
ACC39711	BNDR,RNG,11X8.5,1IN,BK	EA	1
ACC39713	BNDR,RNG,11X8.5,1IN,BE	EA	1
ACC39716	BNDR,RNG,11X8.5,1IN,FRG	EA	1
KOH3274BC	SCALE,12",ENGINEER,WH	EA	1
MMM651	TAPE,POST-IT,1/6X700IN	RL	2
BWKTRANSCUP16PK	CUP,PLAS,16OZ,50/PK,TR	PK	1
GPC31436	NAPKINS,DINNER,100/PK,WHT	PK	2

ATTACHMENT A

Year 2017

Item #	Description	Unit	Quantity
CPC46303	SOAP, PALMOLV, DSH, ORGNL, EA	EA	1
UNV54051	BOOKEND, ECONMY, 5"H, BK	PR	1
UNV56502	MOISTENER, SQUEEZE BOTTLE	EA	6
PAP5643115	FLUID, CORR, FSTDY, 3PK, WE	PK	1
DUC07307	TAPE, SEAL, 2"X22YD, CLR	RL	1
DXE9542500DXPK	LID, DOME, F/10, 12, 16OZ, WHT	PK	1
BICWOFQD324	FLUID, CORRECT, QD, 3/PK, WHT	PK	1
UNV95001	CLIP, #1 VINYL, ASTD, 500/PK	PK	1
BICGSM11BE	PEN, ROUND STIC, MED, BE	DZ	2
UNV31750	OPENER, LETTER, 9", OFF SET	EA	4
OXF01351	FILE, CARD, PLAS, 3X5, BK	EA	1
PAP6137206	TAPE, DRYLINE, CRCTN, 2/PK	PK	1
MMM6539YW	NOTE, HLND, 1.5X2, YW 12/PD	PK	2
SWI35108	STAPLES, STD SZ, 5M/BX	BX	2
TOP8020	BOOK, STENO, GREGG, 80SH, WE	EA	2
QUA46065	APPLICATOR, ENVELOPE GLUE	EA	2
PENBL60C	PEN, ENERGEL, LIQUID, 1.0MM, BE	EA	1
GEM47078	REMOVER, STAPLE, ON	EA	1
AOPSS1924	PROTECTOR, DESK, 24X19, CLR	EA	1
BOS10065	KNIFE, RETRACT, PLASTIC, YL	EA	1
BICMP11	PENCIL, MECH, .7MM, CLR/BK	DZ	1
PAP70502	ERASER, PEARL MED 3PK, PK	PK	2
MMM5910341296	TAPE, TRANS, 3/4X1296	RL	3
ACM40618	SHEARS, STRGHT, 8"RT/LFT, RD	EA	1
ROL67558	CARD, REFILL, 2.25X4, 100, WE	PK	1
UNV10200VP3	CLIP, BNDR, SML, 36/PK, BK	PK	2
ACC72380	CLIP, PPR, #1, SMTH, 1M/PK	PK	1
AVE00196	GLUE, STICK, 1.27OZ	EA	2
SAN36201	MARKER, SPR, SHARPIE, TWN, BK	EA	1
UNV22010	PENCIL, MECH 0.7MM SMK	DZ	1
PAP2097	PENCIL, MIRADO, #2	DZ	1
HOD4717	CALENDAR, DESK, REFILL	EA	1
LEE10134	MOISTENER, SORTKWIK, 1.75OZ	EA	1
WHD05RRB	BINDER, ROUND RING, 1/2", BK, VIEW	EA	1
AVE23075	INDEX, BNDR, LTR, 5 TAB, WHT	ST	3
ACM10703	SCISSORS, 8", BENT, RD	EA	1
UNV11140	CLIP, BIND, 19MM, 40PCS, BK	PK	1
UNV31028	CLIP, SMALL, 40/TUB, AST	PK	1
DPSR1427	ROLLER, F/AUR 14PD RED/BK	EA	1
ACC72365	CLIP, PPR, STD, RECYC, 1000PK	PK	1
WHD1RRB	BINDER, ROUND RING, 1" BK, VIEW	EA	1
DIX13882	PENCIL, TICONDEROGA, #2	DZ	1
ACM10571	SHEARS, 7 IN, KLEENCUT, ELON	EA	2
UNV04117	RUBBERBANDS, SIZE117, 1/4LB	PK	1

ATTACHMENT A

Year 2017

Item #	Description	Unit	Quantity
UNV00432	RUBBERBANDS,SIZE 32,1/4LB	PK	1
UNV00433	RUBBERBANDS,SIZE 33,1/4LB	PK	1
AAGE71750	CALENDAR,REFILL,3.5X6	EA	1
UNV24810	INDEX,LTR,JAN-DEC,COL,WE	ST	1
UNV20812	INDEX,BNDR,LTR,A-Z	ST	1
CLI61217	REFILL,CARD HOLDER 10/PK	PK	1
BICWOC12WE	FLUID,CORRECTION,20ML,WHT	EA	4
SMD73226	POCKET,FILE,LTR,3.5EXP,GN	EA	1
SMD73231	POCKET,FILE,LTR,3.5EXP,RD	EA	1
PAP6137106	TAPE,CORRECTION,DRYLINE,W	EA	1
SMD68670	TAB,INSERT,1/3CUT,100,WE	PK	1
KLF11908	INDEX,BNDR,LTR,8TAB,COL,25/BX	ST	2
SWI54033	PAD,F/FINGER,RUBR,SZ13	DZ	1
BICWOSQP11	PEN,CORRECTION,8ML	EA	1
UNV72210BX	CLIP,#1,GEM,SMOOTH,100/BX	BX	9
PAP3321131	PEN,BALLPOINT,MED PT,RD	DZ	1
ACC72620	CLAMP,PPR,.0615 GA SMALL	BX	1
RAC05762EA	SPRAY,LVNDRCAM,AERO,8OZ	EA	1
RAC77002EA	FRESHNER,AIRWICK,FRSH WTR	EA	1
UNV20013	CUP,MESH,PENCIL,BK	EA	1
UNV31312	PUSHPIN,PLAS,100,ASTD GEM	PK	1
AVE05729	REINFORCEMENT,2C/PK	PK	1
PEN509HB	LEAD,PENCIL,.9MM,HB,15/PK	PK	1
SPR11797	OPENER,LETTER,ASST	EA	1
ACM05221	RULER,WOOD,12IN,DBL EDGE	EA	1
UNV59022	RULER,ACRYLIC,CLR,12"	EA	1
UNV20005	HOLDER,MESH,CARD,BK	EA	1
OXF31	CARD,INDEX,RULED,3X5,WHT	PK	1
AVE11109	INDEX,BNDR,11X8.5,5CLRD	ST	1
PENBK91C	PEN,BLPT,RSVP,MED,BE	DZ	3
SWI71101	STAPLER,DSK,HALF STRIP,BK	EA	0
PMC05208	ROLL,2-1/4"X80",50RL/CT	CT	0
UNV33402	BNDR,RNG,11X8.5,1.5",RBE	EA	0
UNV43650	MARKER,DRY,ERASE,CHSL,4ST	ST	0
UNV10201	FOLDER,CLASS,25PT,CBT	BX	0
IVR50449	PAD,MOUSE,GEL WCLOTH,GY	EA	0
PFXMTN925	GUIDE,METL TAB,A-Z,LTR	ST	0
BVCCR0630830A	BOARD,PLANNER,1X2 GRID,WH	EA	0
RPPR810CT	STICK,WOOD COFFEE,5.5"10000	CT	0
MMMAG195W9	FILTER,MONITOR,19.5",ANTI	EA	0
UNV20012	TRAY,MESH,LEGAL,BK	EA	0
WHDCATTS847	TOTAL SOURCE CATALOG 847	EA	3
CPK40009	PACKING,PEANUTS 14CU.BIO LOOSE	CT	0
			2,947

ATTACHMENT A

			Year 2017
Item #	Description	Unit	Quantity
			2,947

ATTACHMENT B
PURCHASE PRICE AGREEMENT

THIS PURCHASE PRICE AGREEMENT (“Agreement”) is entered onto on the ____ day of _____, 2018, by and between the Village of Oak Park (“Village”), an Illinois home rule municipal corporation with offices at 123 Madison Street, Oak Park, Illinois 60302 and _____, a _____ corporation with offices at _____ (“Contractor”).

1. Price

Contractor is a supplier of office supplies (“Materials”). Contractor has provided the Village with 2018 prices for its Materials as set forth in its Proposal, attached hereto, and incorporated herein by reference. The Village accepts the prices set forth in the attachment and agrees to purchase from Contractor such Materials as it finds necessary at the prices set forth in the attachment. This Agreement does not commit the Village to purchase any specific quantity of Materials. The total amount of Materials to be purchased pursuant to this Agreement shall not exceed \$50,000.00 per annum.

2. Tax Exempt

The Village, as a local governmental entity, is exempt from the payment of State of Illinois sales tax or retailer’s occupation taxes. The Contractor agrees that its invoices will not include any amount for such sales taxes or retailer’s occupation taxes.

3. Payment

The Village will pay all undisputed portions of invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS 505/4. The maximum interest rate for any payment not made within thirty (30) days of approval is 1% per month.

4. Term of Agreement

This Agreement is valid for purchases of Materials through December 31, 2022.

5. Governing Law and Venue

This Agreement is governed by the laws of the State of Illinois without regard to conflicts of law principals. Any action brought to enforce this Agreement must be brought in the state and/or federal courts located in Cook County, Illinois.

6. Dispute Resolution

The Village does not agree to the mandatory arbitration of any dispute. In the event any action is brought to enforce this Agreement or to collect any unpaid amount from the Village, each party hereto shall bear the responsibility of paying its own attorney's fees and costs.

7. Binding Authority

The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right and actual authority to bind their respective party to the terms and conditions of this Agreement.

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge they have read and understand this Agreement and intend to be bound by its terms.

VILLAGE OF OAK PARK

CONTRACTOR

By: Cara Pavlicek
Its: Village Manager

By:
Its:

Dated: _____, 2018.

Dated: _____, 2018.

ATTEST

ATTEST

By: Vicki Scaman
Its: Village Clerk

By:
Its:

Date: _____, 2018

Date: _____, 2018

ATTACHMENT C: EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with any further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact Steven Drazner at 708-358-5462.

An EEO-1 Report may be submitted in lieu of this report

1. Vendor Name: _____

2. Check here if your firm is:
 MBE
 WBE
 Non-MBE/WBE

3. What is the size of the firm's current stable work force?
 Number of full-time employees
 Number of part-time employees

4. Forms will be furnished to the lowest proposer (vendor) with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

ATTACHMENT D: NO PROPOSAL EXPLANATION

If your firm does not wish to submit a proposal based on the attached specifications, please return this form along with any comments you may have that prevented your firm from submitting a proposal.

Proposal: **Village of Oak Park Auditing Services**

Comments:

Signed: _____

Phone: _____

E-Mail Address: _____