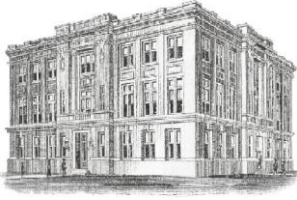


# Christian County Commission



## Invitation to Bid

Return bid no later than: **9:00 am March 5th, 2018** Central Standard Time

Product or Services Requested: Office Supplies 2018

(Please provide (6) six unbound originals of your detailed bid proposal)

Bid Opening Date: **March 5th, 2018**

Bid Opening Time: **9:30 am** Central Standard Time (Public Invited to Attend)

Contact: Administrative Assistant  
Christian County Commission  
100 W. Church Street Room 100  
Ozark, MO 65721

Phone: 417-582-4300 Fax: 417-581-5924

Email: [countycommission@christiancountymo.gov](mailto:countycommission@christiancountymo.gov)

Website: [www.christiancountymo.gov](http://www.christiancountymo.gov) Vendors Current Bid Opportunities

Christian County maintains a list of vendors interested in bidding on products and services for Christian County. It is the vendor's responsibility to update contact information. Vendors are removed from the list if they are invited to bid, but do not participate. The Christian County Commission office is not obligated to send invitations to vendors. Due to the volume of requests and postage costs, the Commission Office does not mail bids to interested vendors. Christian County fulfills its legal requirements by posting a notice in the local paper. Invitations to Bid may be obtained in person at the Christian County Commission Office at the address listed above, on the Christian County Website, or by email request at email address provided above.

### **1) Submitting your bid:**

Bids are opened in public meetings on the opening date and time specified above. Any interested persons may attend. Bids must be delivered no later than fifteen (15) minutes before bid opening time mentioned above. Bids must be received in a SEALED envelope. Mark your envelope "BID DOCUMENTS-DO NOT OPEN". If the Commission office receives a container which is not identifiable as a bid/proposal, the Administrative Assistant will open the container to determine the contents. If the contents are determined to be a bid/proposal, the container will be resealed and the date and time received will be noted on the outside. All bids will remain sealed until they are opened and read aloud by the County Commissioners at the specified time. Bids which are not received in the Commissioner's Office at least 15 minutes prior to bid opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be presented or opened, except as stated below. At the time fixed for opening of proposals, the content will be made public for the vendor and other interested persons. Vendors are cautioned to review their bid very carefully. Any additional information, specifications, drawings, etc. should be attached. Bids should be signed and dated. It shall be the responsibility of persons submitting bids to acquire the necessary specifications.

**(2) Late bids:**

Under extraordinary circumstances, the Commission may authorize the opening of a late bid when the bid was turned over to the physical control of an independent postal or courier service with a promised delivery time prior to the time set for the opening of bids. The County Commission is not responsible for bids sent to the wrong address, faxed, emailed, or received after the cut-off date and time. Remember to address or hand-deliver your bid. Bids will not be accepted by fax or email because we must have the original signed document. Bidders must consider the postal service or courier time schedules when sending their bids and provide ample time for delivery. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: Christian County offices were closed due to inclement weather conditions, postal or courier services were delayed due to labor strikes or unforeseen "Acts of God", or postal or courier services did not meet the delivery time promised to the vendor. In such case, the vendor must provide written proof that promised delivery time was prior to the time set for the bid opening. All such decisions are at the sole discretion of the Commission.

**(3) Bid Withdrawal:**

After the bid opening, a vendor may be permitted to withdraw a bid prior to the award at the sole discretion of the County Commissioners if there is a verifiable error in the bid and enforcement of the bid would impose an unconscionable hardship on the vendor. The withdrawal will be considered only after receipt of a written request supporting documentation from the vendor. Withdrawal shall be the vendor's sole remedy for an error other than the obvious clerical error.

**(4) Product Samples:**

The Commission may request samples for evaluation purposes. Any samples requested must be provided free of charge. Samples which are not destroyed by testing will be returned at the vendor's expense if return of the samples is stipulated in the vendor's bid. Samples submitted by a vendor who receives the award may be kept for the duration of the contract for comparison with shipments received.

**(5) Itemization of Proposal:**

Vendor must clearly identify in his/her bid and on the pricing worksheet, all components. It is mandatory that vendors submit with their proposal documents, itemization of all goods and services proposed. The breakdown must be itemized by model/part number, description of goods or services, and unit cost.

**(6) Minority Business Participation:**

Christian County encourages the participation and utilization of minority business enterprises in all projects of the county. Christian County will provide equitable and fair opportunity to minority businesses to submit bids and proposals and to receive an award. By responding to this invitation, the vendor agrees that it does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability, and that it will refrain from any unlawful employment practices.

**(7) Communication with County Employees:**

Vendors shall not communicate with any county employee regarding this Invitation to bid with the exception of the county contact written on the first page. Vendors shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between vendor, the county, any employee, officer, director, or principal of vendor or the county and any other party. The county reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The county also reserves the right to decide at its sole discretion whether disqualification of vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the county.

**(8) Collusion:**

By submitting a proposal in response to this invitation to bid, vendor and each person signing on behalf of the vendor, certify under penalty of perjury, that to the best of his/her belief the prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the bid have not been knowingly disclosed by vendor, and will not be knowingly disclosed by vendor, prior to opening, directly or indirectly, to any other vendor or competitor. No attempt has been made or will be made by vendor or any other person associated with this invitation to bid, partnership, corporation, or entity to submit or not to submit a proposal in response to this bid for the purpose of restricting competition.

**(9) Discount applicable:**

Vendor will provide information on any quantity discounts that may apply to the equipment or services utilized in developing their pricing structure. State the length of time the discounts are available post-installation.

**(10) Incurred costs:**

The county is not liable for any costs incurred by a vendor in the preparation or production of its proposal or for any work performed prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred by vendor or indirectly through vendors agent, employees, assigns or others, whether related or not to vendor.

**(11) Insurance:**

The vendor shall understand and agree that Christian County cannot save and hold harmless and or indemnify the vendor or employees against any liability incurred or arising as a result of any activity of the vendor, or any activity of the vendor's employees related to the vendor's performance under the contract.

**(12) Vendor Liability:**

The vendor shall be responsible for any and all personal injury (including death) or property damage as a result of the vendor’s negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the vendor assumes the obligation to save Christian County, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The vendor also agrees to hold Christian County including agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the vendor under the terms of the contract. The vendor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by Christian County, including its agencies, employees, and assignees.

**(13) Business Compliance:**

The vendor must be financially sound and must not be operating under the protection of the United States Bankruptcy Code.

The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the signature page of this original document and any amendment signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by Christian County. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name. (if applicable)
- Certificate of authority to transact business/certificate of good standing. (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g. Professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker’s compensation/unemployment compensation)

**(14) Terms and Conditions:**

The vendor is cautioned when submitting pre-printed forms containing terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of this agreement and its contractual requirements. The vendor agrees that in the event of conflict between any of the vendor's terms and conditions and those contained in this agreement, that this agreement shall govern. Taking exception to Christian County terms and conditions may render a vendor's bid non-responsive and remove it from consideration for award.

**Christian County will enter into a one-year agreement.**

Per state statute 50.760 RSMo.

Christian County has the option of renewing the agreement for **two (2) additional one-year periods**. This process is accomplished by a vote of the County Commissioners each year and a letter notifying vendor of the award.

The Commission will give vendor a 30 day written notice prior to the end of the term whether the county has exercised its option to renew or not.

A binding contract shall consist of: (1) the RFP or invitation to bid, amendments thereto, with RFP bid invitation changes/additions, (2) the vendor’s proposal and (3) the County Commission’s acceptance of the proposal by “notice of award” or by “purchase order”. All Exhibits and Attachments included in the RFP or bid invitation shall be incorporated into the contract by reference. Prices quoted will cover all renewal periods.

The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any changes to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the vendor and the County Commission or by a modified purchase order prior to the effective date of such modification. The vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the County Commission, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

**(15) Employee Bidding/Conflict of Interest:**

Vendors who are elected or appointed officials or employees of Christian County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointed official or an employee of Christian County or any political subdivision thereof, please provide the following information:

Name and title of the elected or appointed official or employee of Christian County or any Political subdivision. What is the percentage of ownership interest in the vendor’s organization held by elected or appointed official or employee of Christian County or political subdivision thereof?

**(16) Independent Contractor:**

The vendor is an independent contractor and shall not represent the vendor or the vendor’s employees to be employees of Christian County or an agency of Christian County. The vendor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.

**(17) Substitutions:**

The vendor shall not substitute any item(s) without the prior written approval of the Christian County Commissioners. In the event an item becomes unavailable, the vendor shall be responsible for providing a suitable substitute item. The vendor's failure to provide an acceptable substitute may result in cancellation or termination of the contract. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The vendor shall understand that Christian County reserves the right to allow the substitution of any new or different product/system offered by the vendor. Christian County shall be the final authority as to the acceptability of any proposed substitution. Any item substitution shall require a formal contract amendment authorized by Christian County Commissioners prior to Christian County acquiring the substitute item under the contract. The vendor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the vendor.

**(18) Replacement of Damaged Product:**

The vendor shall be responsible for replacing any item received in damaged condition at no cost to Christian County. This includes all fuel costs for returning non-functional items to the vendor for replacement.

**(19) Prices:**

The vendor shall submit firm fixed prices on the Pricing Page. All pricing shall be considered firm for the duration of the contract period and subsequent potential terms and conditions. All pricing shall be quoted with all fees included. Vendor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

**(20) Description of Product:**

The vendor should present a detailed description of the product proposed on **the Pricing Sheet (Page 16)** in response to this Invitation for Bid. It is the vendor's responsibility to make sure all products proposed are adequately described in order to conduct an evaluation of the bid. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

**(21) Non-Exclusivity:**

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements to acquire equal or like goods and/or services from other vendors. The County may make multiple awards from a single solicitation document when such awards are in the best interest of the county.

**(22) Billing and Payments:**

Invoices will be submitted to Accounts Payable, Clerk of the County Commission, 100 W. Church, Room 304, Ozark, MO 65721. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide each department with invoices and statements of accounts on a monthly basis noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice. Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement. **Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.** Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date. If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial. If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

**(23) Return of Goods:**

Christian County may cancel any purchase at any time for a full credit.

**(24) Management of Materials:**

The vendor agrees and understands that as the needs of the county change, the county will notify the vendor of those changes. If requested by the county, the vendor shall make a corresponding adjustment to the services. The vendor will implement the requested changes upon notification.

In the event changes occur during the effective period of this contract which are beyond the control of the vendor that significantly increase or decrease the established cost, the vendor or Christian County may request a corresponding modification to the established cost.

With such request, the vendor must provide documentation of the change and must demonstrate how such change affects the cost. In addition, the vendor shall recommend an adjusted cost accompanied by the resulting calculations. However, the vendor shall agree and understand that any such request must be approved by the Christian County Commissioners. *The decision of the adjustment to the cost by Christian County shall be final and without recourse.*

**(25) Schedule:**

The vendor shall ensure that services are performed in a manner so as to minimize any interference, annoyance, or disruption to the operations of Christian County. In the event the vendor does not perform in accordance with the vendor's agreement, Christian County shall notify the vendor following determination of such. Vendor shall be responsive to the needs of Christian County at all times. The vendor shall be responsible for all permits, fees, and expenses related to the service. The vendor shall disclose to Christian County all information on sub vendor contracts/agreements, if applicable, including any rebates or incentives offered by sub vendors to the contactor.

**(26) Services:**

The vendor agrees to provide a detailed description of the services to be provided, including any additional information about the services on a separate sheet of paper if needed. The vendor will provide an itemization of the amount the vendor will charge, the unit of measure for the services, and specific increments and timeframes to submit invoices to the vendor and receive payments from the vendor.

**(27) Reporting Requirements:**

On a monthly basis, the vendor shall submit a report to Christian County for each County building site, identify the services provided and the dates of service. The vendor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles. The vendor shall make all records, books, and other documents relevant to the contract available to Christian County and the Christian County Auditor in an acceptable format and at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the vendor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.

The vendor shall permit the County Auditor or authorized representatives of Christian County or any other division of government to have access, for the purpose of auditing or examination, to any of the vendor's books, documents, papers, records, recording receipts and disbursements of any of the funds paid to the vendor. The vendor further agrees that any audit exception noted by governmental auditors shall not be paid by Christian County and shall be the sole responsibility of the vendor. However, the vendor shall have the right to contest any such exception by any legal procedure the vendor deems appropriate. Christian County will pay the vendor all amounts which the vendor may ultimately be held entitled to receive as a result of any such legal action.

The vendor shall agree and understand that if contract monitoring reveals that an audit is warranted, Christian County reserves the right to require the vendor to have an audit of financial records, accounting records, and related contract documentation performed by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards. Christian County's determination of the need for the audit shall be final and without recourse.

**(28) Liquidated Damages:**

The vendor agrees and understands that the provision of the services in accordance with the schedules and requirements stated herein and in accordance with the Christian County Commissioner's approval are considered critical to the efficient operations of Christian County. Since the amount of actual damages would be difficult to establish in the event the vendor fails to comply with the schedules and requirements, the vendor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances:

In the event the vendor fails to perform the services, the vendor shall be assessed liquidated damages in the amount of ten percent (10%) of the price for the services for each twenty-four (24) hour period thereafter in which the identified requirement is not completed. If the fault lies with Christian County, no assessment shall be made. The vendor shall also agree and understand that such liquidated damages shall either be deducted from the vendor's invoices pursuant to the contract or paid by the vendor as a direct payment to Christian County at the sole discretion of Christian County.

The vendor shall agree and understand that all assessments of liquidated damages shall be within the discretion of Christian County and shall be in addition to, not in lieu of, the rights of Christian County to pursue other appropriate remedies.

**(29) Excused Performance:**

Any failure or delay in performance or payment due to contingencies beyond either party's reasonable control, including strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, and acts of God, shall not constitute a breach of this agreement.

**(30) Cancelling Service:**

The Christian County Commission reserves the right to discontinue service at any time by giving a 30 day notice. The vendor shall agree and understand that the vendor shall terminate the services upon written notification from Christian County. The decision by the Christian County Commissioners shall be final and without recourse.

**(31) Determination for Award:**

The award shall be made to the lowest priced responsive vendor. The Christian County Commission office is not obligated to send Award Notices to vendors. Due to the volume of requests and postage costs, the Commission Office does not send notices to all interested vendors which have submitted bids. Award Notice Letters may be obtained in person or by email request at the email address listed above. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer. *Agreements* signed by Christian County must be signed by at least a majority of the members of the *County Commission*. *Agreements* must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

**(32) Protesting bid award:**

A bid award protest must be submitted in writing and must be received by the county within ten (10) calendar days after the date of the award. If the tenth day falls on a Saturday, Sunday or state holiday, the period shall extend to the next business day. A protest submitted after the ten (10) calendar day period shall not be considered. The written protest should include the following information: (A) Name, address, and phone number of the protester, (B) Signature of the protester or the protester’s representative, (C) Solicitation product, (D) Detailed statement describing the grounds for the protest; and supporting exhibits, evidence, or documentation to substantiate the claim.

**(33) Suspension or debarment of Vendor:**

The County Commission may suspend or debar a vendor for cause. The following shall be sufficient cause for suspension or debarment. The list is not meant to be all inclusive but shall serve as a guideline for vendor discipline and business ethics:

Failure to perform in accordance with the terms, conditions and requirements of a contract/purchase order.

Violating any federal, state or local law, ordinance or regulation in the performance of a contract/purchase order. Providing false or misleading information on an application, in a bid, or in correspondence to county offices. Failure to honor a bid for the length of time specified.

Colluding with others to restrain competition. Obtaining information, by whatever means, related to a proposal submitted by a competitor in response to a request for proposal in order to obtain an unfair advantage during the negotiation process.

Contacting bid evaluators or any other person who may have influence over the award, without authorization from the County Commission, for the purpose of influencing the award of a contract; or giving gifts, meals, trips or any other thing of value or a monetary advantage for personal benefit, directly or indirectly, to an employee of the county or to any evaluator of bids/proposals.

The vendor may appeal suspension or debarment by submitting a written request to the County Commission within fifteen (15) calendar days after receipt of the formal notice. The vendor must provide specific evidence and reasons why the suspension or debarment is not necessary. On the basis of this information, the suspension may be modified, rescinded, or affirmed. The decision shall be final and mailed to all parties.

**(34) Contact Information:**

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-582-4300. Information requests may also be e-mailed to [countycommission@christiancountymo.gov](mailto:countycommission@christiancountymo.gov). This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Thank you for your consideration of this Invitation to Bid. We appreciate your participation in the bidding process.

CHRISTIAN COUNTY COMMISSIONERS  
Ray Weter, Presiding Commissioner  
Hosea Bilyeu, Western Commissioner  
Ralph Phillips, Eastern Commissioner

**(35) Declaration:**

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. **Signature required below confirming understanding of this statement.**

Doing Business as (DBA) Name	Legal Name of Entity/Individual Filed with IRS for this Tax ID No.
Mailing Address	IRS Form 1099 Mailing Address
City, State, Zip Code	City, State, Zip Code

Contact Person	Email Address
Phone number	Fax number
<b>Authorized Signature</b>	<b>Date</b>
Printed Name	Title

## Exhibit A-References

List three (3) business references:

1<sup>st</sup>

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

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

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ Cellular Phone \_\_\_\_\_

email address \_\_\_\_\_

2<sup>nd</sup>

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

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

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ Cellular Phone \_\_\_\_\_

email address \_\_\_\_\_

3<sup>rd</sup>

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

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

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ Cellular Phone \_\_\_\_\_

email address \_\_\_\_\_



**Exhibit B-PRICING SHEET**

<b>Product/Service</b>	<b>Size/Type</b>	<b>Frequency</b>	<b>Price (includes all fees)</b>

## Specifications

The following pages contain a list of commonly used items ordered from Quill in the 2017 calendar year. Quill is our current leading vendor. Provide your price for the same item. If the product is not in your inventory, create a list below and provide the price of a similar item. In order to consider your bid, you must utilize the following table, by filling it out completely. A copy of your current product catalog or printed list will not be accepted, until after the bid award.

Note: After each item description is a product code typed in parenthesis, marked (Q-) The product number begins after the dash. This is Quill's product number, with the exception of some copy paper. These product numbers will assist you with finding your product that closely matches what Quill sells. Currently the county uses Quill for ordering most of our paper, marked under the title General Office Paper. We used Quill for most of our Ink & Toner, marked under Imaging Supplies.

### **Batteries**

- 1a. COPPERTOP AA BATTERIES 16-PK (MN1500B16)
- 1b. COPPERTOP AAA BATTERIES 16-PK (MN24B16)
- 1c. PROCELL D BATTERIES 12-PK (PC300)
- 1d. PROCELL AAA BATTERIES 24-PK
- 1e. 1.5 VOLT ALKALINE BATTERY
- 1f. ENRGZRMAX, 24 PK, AA (EVVEE91SBP24H)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

Your Product# \_\_\_\_\_

QTY \_\_\_\_\_

UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

### **Binding and Accessories**

- 2a. 3 VINYL HANGING BINDER (365-49B)
- 2b. HEAVY DUTY EZD VIEW BINDERS,5 (79106)
- 2c. 1" ROUND RING VIEW BINDER (7221BK)
- 2d. 2" RING ROUND VIEW BINDER (7222BK)
- 2e. 2" ROUND RING BINDER (7222WE)
- 2f. 3" ROUND-RING VIEW BINDER 5 (7223WE)
- 2e. HEAVY DUTY EZD VIEW BINDERS 5 (79106)
- 2f. HD EZD W/O LH, GREEN 2 (79782Q)
- 2g. QB RR BINDER W/O LH, 3 WH (7-395-54)
- 2h. EASYOPEN D-RING VIEW BINDER 5 (10351)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM Unit Price \_\_\_\_\_ Ext Price \_\_\_\_\_

**Calculators**

- 3. CANON 12 DIGIT PRINTING CALCULATOR (MP11DX)
- 3a. VICTOR 12 DIGIT CALCULATOR (15606)
- 3b. CALCULATOR, 12 DIG, PRT, BK (14604)
- 3c. CANON CALCULATOR (HS1200TS)
- 3d. CANON CALCULATOR (HS1200TS)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM Unit Price \_\_\_\_\_ Ext Price \_\_\_\_\_

**Calendars & Appointment Books**

- 4. 2015 QB MO DESKPAD 17x22 BLK (QDM90MW15)
- 4a. #17 CALENDAR BASE (E1700)
- 4b. 2016 QB WKLY PLANNER 8x10 BLK (QSW103MW16)
- 4c. AY16 ATAGLNC 18MO MONTHLY 9x11(700740516)
- 4d. MONTHLY DESK PAD (C18173116)
- 4e. AY16 QUILL 17MONTH DESKPAD 22x (QDMA90MW16)
- 4f. 16 AAG YR PLNMO WALL 24x36 (PM122816)
- 4g. 2016 AAG REFILL FOR 70236 9x11 (709237615)
- 4h. 2016 ATAGLNC ERAS GRN 24x36 (PM2102816)
- 4i. 2016 BLUE SKY BARCELONA DESK P (BS1650816)
- 4j. 2016 BLUE SKY EMILY DESK PAD (BS1651116)
- 4k. 2016 BLUE SKY HEATHER DESK PAD (BS1651216)
- 4l. 2016 DAILY ATAGLNC 2CL RFL 3x6 (EO175016)
- 4m. 2016 QUILL BLACK DAILY PLANNER (QSD101MW16)
- 4n. AY16 HOD M PLNR PNK LTHRETTE (5090716)

- 4o. AY16 SEP-DEC DESK/WALL 11x8 (SK161616)
- 4p. AY16 WK/MNTH STAPLES BLACK 5x8 (28536916)
- 4q. DURAFLEX DAILY PLANNER BLACK (CB634VBLK16)
- 4r. 2016 AAG MNTH PLNMO WAL 20x30 (PM42816)
- 4s. 2016 MNTH DAYMNR HRDCOVER 7x9 (G400H0016)
- 4t. 2016 QUILL BLACK MNTHLY PLANN (QSM105MW16)
- 4u. 2016 AAG MTH PLNMO WALL 8x11 (PM12816)
- 4v. MONTHLY DESK PAD (C173116)
- 4w. MONTHLY DESK PAD (C18170016)
- 4x. 2016 CLASSIC STYLE DESKPAD (HOD16416)
- 4y. 2016 QUILL MONTHLY BLK DESKP (QDM90MW16)
- 4z. CALENDAR, WALL/DESK, 16-MONTH (AAGSK1616)
- 4aa. CALENDAR, WALL, 2-MNTH, RECYCL (AAHPM928)
- 4bb. REFILL, CALENR, DSK, DLY, QKNT (AAG51750)
- 4cc. CALENDAR, DESKPAD, TWO COLOR (AAGSK117000)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM Unit Price \_\_\_\_\_ Ext Price \_\_\_\_\_

**Cash Receipt Book**

- 5. MONEY/RENT RECEIPT BOOK (745083)
- 5a. MONEY/RENT RECEIPT BOOK (745083)
- 5b. MONEY/RENT RECPT 2PT 200ST/BK (195982)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM Unit Price \_\_\_\_\_ Ext Price \_\_\_\_\_

**Computer Accessories**

- 6. MEMOREX CD/DVD SLEEVES 100-PK (Q-32021961)
- 6a. KENSINGTON WRIST PILLOW (220801)
- 6b. QUILL MOUSE PAD (Q-382955QL)
- 6c. MEMOREX CDR 80 100 PK SPINDLE (Q-32024581)

- 6d. LOGITECH WRLS TRACKBALL M570 (910001799)
- 6e. LOGITECH S120 COMPUTER SPEAKER (901578)
- 6f. WAVEREST GEL WRIST REST (F8E263-BLK)
- 6g. WIRELESS MBL MOUSE 1850 (159215)
- 6h. WIRELESS MOBILE MOUSE3500 MAC (957732)
- 6i. WIRELESS MOUSE M310 (910001675)
- 6j. WIRELESS MOUSE M325 SILVER (910002332)
- 6k. APPLE MAGIC MOUSE (164092A)
- 6l. LOGITECH WIRELESS KEYBOARD MOU (920002836)
- 6m. LOGITECH WIRELESS MOUSE M325)
- 6n. MOUSE PAD WRIST REST (91441)
- 6o. DUST DESTROYER 7 oz 4PK (5007524C)
- 6p. 10OZ AIR DUSTER FOR KEYBOARD (IM1GE4780IN)
- 6q. KEYBOARD WRIST REST (91737)
- 6r. WIRELESS MOUSE M325 BLUE (910002650)
- 6s. IMAK BLK NON-SKID MOUSECUSHION (10174Q)
- 6t. KM632 WIRELESS KEYBOARD MOU (KM632Q)
- 6u. WIRELESS MBL MOUSE 1850 (159219)
- 6v. WIRELESS MOBILE MOUSE3500 MAC (957731)
- 6w. MOUSE, WIRELESS, M310 (LOG910001675)
- 6y. MOUSE, LSR, WRLS, M325, RD (LOG910002651)
- 6z. WRISTREST, KEYBRD, GEL, ADJ (MMMWR420LE)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

Your Product# \_\_\_\_\_

QTY \_\_\_\_\_

UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Envelopes**

- 7. ENVELOPES W/O WINDOW #10 (WW10ES)
- 7a. QB ENVELOPES, W/O WINDOW #10 (WW-10ES)
- 7b. QB ENVELOPES, W/WINDOW #10 (WW-10WES)
- 7c. QUICKSTRIP BUS ENV 500/BX (75746Q)
- 7d. QB ENVELOPES, CLASP 9x12 (7CL91228)
- 7e. QP EPPS, CLEAR CLASP, 6x9 (43468Q)
- 7f. 10x13 32 LB KRAFT ENVELOPES (37797Q)
- 7g. BL VELLUM BRISTOL CARDSTOCK (3875OJAM)
- 7h. PINK BRITE HUE CARDSTOCK (3875OJAM)
- 7i. QB ENVELOPE, SELF-SEAL, 9x12 (SS91228)
- 7j. QB ENVELOPES, OPEN-END, 6x9 (OE69-24)

- 7k. QP EPPS, CLEAR CLASP, 9x12 (43568Q)
- 7l. TAN VELLUM BRISTOL CARDSTOCK (38737JAM)
- 7m. WH VELLUM BRISTOL CARDSTOCK (38735JAM)
- 7n. QB ENVELOPES, CLASP 6x9 (7-CL6928)
- 7o. QB ENVELOPES, CLASP 9x12 (CL912)
- 7p. YELLOW VELM BRISTOL CARDSTOCK (38734JAM)
- 7q. ENVELOPE, REDISEAL, 6X9, KFT (QUA43167)
- 7r. ENVELOPE, RSTRP, PLN, 9X12, KFT (QUA44562)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Fasteners**

- 8. FASTENER FOLDER, GREEN (Q-12140Q)
- 8a. END-TAB FASTENER FOLDERS, LTR (34115)
- 8b. 2FASTENER FOLDER, LTR, STRAIGHT (25140)
- 8c. SELF ADHESIVE FASTENER 1CAP. (70011)
- 8d. FASTENER FOLDER, GREEN (12140Q)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Filing & Organization**

- 9. QB HANGING FILE FOLDER, LGL (7Q5315)
- 9a. EMPLOYEE PERSONNEL FILE FOLDEER (9287)
- 9b. ECONOMY WEIGHT SHEET PROTECTRS (75091)
- 9c. A-Z READY INDEXES (11125)
- 9d. CLEAR SHEET PROTECTORS 10 (1433551JAM)
- 9e. PLASTIC INSERT 8-TAB DIVIDERS (11901)
- 9f. WORKSAVER DIVIDERS CLEAR TABS (11122Q)
- 9g. PLASTIC INSERT 5-TAB DIVIDERS (11901)
- 9h. INSERTABLE DIVIDERS 8-TAB CLR (11111Q)
- 9i. CUTLASS FILE FOLDERS LTR SIZE (48440)

- 9j. EVERYDAY FILE FAST SORTERS, A (3EDF)
- 9k. FASTENER FOLDER, YELLOW (12940Q)
- 9l. QB 1/3 CUT LETTER SIZE FOLDERS (7-40913-YW)
- 9m. QB 1/3 CUT LETTER SIZE FOLDERS (7-40913-OE)
- 9n. QB 1/3 CUT LETTER SIZE FOLDERS (7-40913-VT)
- 9o. QB BOX BOTTOM FOLDERS, LETTER (730051)
- 9p. QB BOX BOTTOM FOLDERS, LETTER (7-30052)
- 9q. QB FILE FOLDER, LEGAL, 1/3 CUT (7-60137)
- 9r. QB FILE FOLDER, LTR, 1/5 CUT (7-40139)
- 9s. WLT EXP LGL 5 25 FLAP (SMD71111UNI)
- 9t. 13 POCKET FILE LETTER SIZE BLA (1061120)
- 9u. 2FASTENER FOLDER, LTR, STRAIGHT (25940)
- 9v. END TAB FOLDERS, LETTER SIZE (24110)
- 9w. WLT HD 5 25EXP LTR BR (GLWCL1073GL)
- 9x. 3x5 RULED INDEX CARD (31)
- 9y. QUILL LETTER 2PLY TAB FOLDRS-50 (71043450)
- 9z. PENDAFLEX PLASTIC INDEX TABS (42CLQ)
- 9aa. QB FILE FOLDER, LTR, 1/3-CUT (741137)
- 9bb. QB FILE FOLDER, LTR 1/3-CUT (740137)
- 9cc. AVERY 9x12 LAMINATING SHEETS (73601Q)
- 9dd. LAMINATING POUCH, LETTER SIZE (11020Q)
- 9ee. 3 ML, 100 PK LAMINATING POUCH (52454)
- 9ff. FELLOWES LAM SHEETS 10 PK (5221501)
- 9gg. FOLDER, FILE, LTR, STRGHT, MLA (SMD24110)
- 9hh. FOLDER, HNG, TBVW, LTR, 1/3, AST (SPR41051)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

Your Product# \_\_\_\_\_

QTY \_\_\_\_\_

UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**General Office Paper**

- 10. QB MULTI PURPOSE PAPER 20 LB (720700CT)
- 10a. ECONOMY 8.5x11, 20# (SPZDS851192)
- 10b. PAPER- LASER PRINT- WE(HAM104646)
- 10c. EPSON PAPER, 720 DPI (S041062)
- 10d. HPPREM PRES PPR INKJET 8.5x11 (DOZ55A)
- 10e. LARGE TENT CARDS 3-1/2x11 (AVE5309)
- 10f. LASER BUSINESS CARDS 2x3-1/2 (5371)

- 10g. OFFICE PAPER 8-1/2x14 (HPC8514)
- 10h. PAPER, VAV, 20#, 97BR, 8.5X11 (SNANMP1120)
- 10i. PAPER, LASER PRNT, WE (HAM104646)
- 10j. XEROX 8.5X12 20 2-PART CMP (646447)
- 10k. AVERY LASER & INKJET TENT CAR (05302)
- 10l. GP COPY LEDGER SIZE PAPER (214311)
- 10m. QUILL BRAND COPY PAPER LETTER (720222CT)
- 10n. EARTHCHOICE OFFICE PPR LTR (157610CT)
- 10o. DUNDER MIFFLIN COPY PAPER, LTR (DMPC18501)
- 10p. CYNTHIA ROWLEY COPY PAPER (CR1120)
- 10q. QUILL COLORED COPY PAPER-LTR (720559)
- 10r. OFFICE PAPER, 8-1/2X11 (HPC8511)
- 10s. QB MULI PURPOSE PAPER 20 LB (720700CT)
- 10t. 20LB COPY PAPER 8-1/2X11 (214307)
- 10u. HAMMERMILL COPY PLUS PPR-LTR (105007)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

Your Product# \_\_\_\_\_

QTY \_\_\_\_\_

UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Imaging Supplies**

- 11. LEXMARK TNR CTG F/T640 SERIES (64015SA)
- 11a. TONER, REMAN, Q1338A, BLK (CART11338AR)
- 11b. CANON PG-40 BLACK, 2-PACK (PG402PK)
- 11c. CANON PGI-225 BLACK TWIN PACK (4530B007)
- 11d. HP 305A CYAN LASERJET TONER (CE411A)
- 11e. HP 305A MAGENTA LASERJET TONER (CE413A)
- 11f. HP 61 BLAC/TRICOLOR INKCOMBO (CR259FN)
- 11g. HP 85A DUAL PACK PRINT CART (CE285D)
- 11h. HP 901 TRI-COLOR INK TWIN PACK (CZ076FN)
- 11i. HP 932 BLACK OFFICEJET INK (CN057AN)
- 11j. HP 933 COLOR INK CART COMO PK (B3B2FN140)
- 11k. HP 96/97 COMBO PACK (C9353FN)
- 11l. HP C4820A CRT F/DESIGNJET 1000 (C4820A)
- 11m. HP CE255A BLACK TONER (CE255A)
- 11n. KYOCERA MITA BLK TNR CARTRIDGE (102848UNT)
- 11o. QB REMANU HP 80A TONER CARTRID (QUL80A)



11p. OB REMFG TONER FRO HP Q6472A (XQ362A)  
 11q. QB REMFG TONER FOR HP Q6473A (XQ363A)  
 11r. QUILL BRAND REMAN HP CC530A BL (XQ530A)  
 11s. REPLACEMENT TONER HP Q7551A (XQ530A)  
 11t. BROTHER DR630 DRUM UNIT (DR630)  
 11u. EPSON T200120 DURABRITE ULTRA (T200120S)  
 11v. HP 950 BLACK INK CARTRIDGE (CN049AN)  
 11w. CANON PG-240XL/CL-241XL W (5206B005)  
 11x. QUILL COMPAT CTG F/Q2612A (XQ306A)  
 11y. HP 951 COLOR COMBO PACK (CR314FN)  
 11z. QUILL BRAND REMAN HP 85A BLACK (XQ285A)  
 11aa. CANON PG-40 CARTRIDGE (PG-40)  
 11bb. CANON PGI-225 BK 4PK VALUE PK (4530B008)  
 11cc. CRTDG CNM CLI226CY CYN (ELI75779)  
 11dd. HP 305A BLACK LASERJET TONER (CE410A)  
 11ee. HP 305A YELLOW LASERJET TONER (CE412A)  
 11ff. HP 564 BLACK INK CARTRIDE TWI (C2P51FN)  
 11gg. HP 81A TONER BLACK (CE281A)  
 11hh. HP 901 BLACK INK TWIN PACK (CZ075FN)  
 11ii. HP 96 BLACK TWIN PACK (C9348FN)  
 11jj. HP LASERJET BLACK HIGH YLD (CE505X)  
 11kk. LARGE LASER TNR CTG RECYCL BOX (RLCBOX)  
 11ll. QB REMFG TONER F/HP Q6470A (XQ360A)  
 11mm. QUILL BRAND HP CB435A, MONO (XQ435A)  
 11nn. QUILL BRAND HP CB541A TONER (XQ541A)  
 11oo. XEROX 113R00723 TONER CTG (113R00723)  
 11pp. XEROX 113R00724 TONER CTG (133R00724)  
 11qq. XEROX 113R00725 TONER CTG (113R00725)  
 11rr. BCI 15 BLK INK TANK F/170 2PK (BCI-15BK)  
 11ss. HP 02 BLACK INK PRINT CTG (C8721WN)  
 11tt. HP 564 COMBO PACK (B3B33RN140)  
 11uu. HP 61 BLACK INK TWIN PACK (CZ073FN)  
 11vv. HP 950 BLK INK CARTRIDE 2-PK (L0S28AN)  
 11xx. HP 950XL BLACK HI-YLD INK CART (CN045AN)  
 11yy. HP 97 TRI-CLR INKJET PRNT CTG (C9363WN)  
 11zz. LEXMARK TNR CTG F/640 SERIES (64015SA)  
 11aaa. QUILL BRAND COLOR LASER CB542A (XQ543A)  
 11bbb. QUILL BRAND HP CB543A TONER (XQ542A)  
 11ccc. QUILL BRAND REMAN HP 78A BLACK (XQ278A)  
 11ddd. BROTHER TN660 BLK HY (TN660)  
 11eee. CL-241XL FINEINK CART TRICOLOR (CL241XL)  
 11fff. HP 61 TRI-COLOR INK TWIN PACK (CZ074FN)  
 11ggg. HP 950XL/951 TRI-COLOR INKJET (C2P01FN)  
 11hhh. PG-240XL FINE INK CARTRIDGEBLK (PG240XL)

11iii. QUILL BRAND HP CB540A TONER (XQ540A)  
 11jjj. EPSON T200520 DURABRITE ULTRA (T200520S)  
 11kkk. QUILL BRAND HP LASER P2055 HY (79767)  
 11lll. HP © LJ P110/P112W/M (VE-CE285A-C)  
 11lmmm. HP #701 BLACK INKJET CARTRIDGE (VE-CC635A)  
 11nnn. HP LJ PRO P1102/M1212 (VE-CE285A)  
 11ooo. HP ® CLJ PRO 300/400 (LR-CE410A)  
 11ppp. HP ® CLJ PRO 300/400 (LR-CE411A)  
 11qqq. HP ® CLJ PRO 300/400 (LR-CE412A)  
 11rrr. HP ® CLJ PRO 300/400 (LR-CE413A)  
 11sss. HP © Q2612A/CANON FX9 (VE-PTQ2612A)  
 11ttt. HP ® CLJ PRO 300/400 (LR-CE410X)  
 11uuu. HP © LJ P1102/P1102W/M (VE-PTCE285A)  
 11vvv. HP © LJ 4200/4250/4300 (VE-PTQ383942X)  
 11www. HP © LJ 2055 (05X) BLACK (VE-PTCE505X)  
 11xxx. HP © LJ PRO 400 M401 (VE-PTCF280A)  
 11yyy. HP © 80X LJ PRO 400 M40 (VE-PTCF280X)  
 11zzz. HP ® CLJ CP2025/CM232 (LR-CC530A)  
 11aaaa. HP ® CLJ CP2025/CM232 (LR-CC531A)  
 11bbbb. HP ® CLJ CP2025/CM232 (LR-CC532A)  
 11cccc. HP ® CLJ CP2025/C232 (LR-CC533A)  
 11dddd. HP ® CLJ PRO 300/400 (LR-CE410X)  
 11eeee. HP © LJ PRO 400 M401 (VE-PTCF280A)  
 11fff. HP © LJ 2055 (05X) BLACK (VE-PTCE505X)  
 11gggg. HP © LJ P1606/P1560/M1 (VE-PTCE278A)  
 11hhhh. HP ® CLJ CP2025/CM232 (LR-CC530A)  
 11iiii. HP ® CLJ CP2025/CM232 (LR-CC531A)  
 11jjjj. HP © LJ P4014/4015/4515 (VE-CC364A-C)  
 11kkkk. HP © 80X LJ PRO 400 M400 (VE-CF280X-C)  
 11llll. HP © LJ PRO 400 M401 (VE-PTCF280A)  
 11mmmm. HP © LJ 2055 (05X) BLACK (VE-CE505X-C)  
 11nnnnn. OKI © C6000/C6050 YELLOW (VE-CO6000Y)  
 11oooo. OKI © C6000/C6050 CYAN (VE-CO6000C)  
 11pppp. LEMARK ® MS410/510/610 (LR-MS410)  
 11qqqq. OKI © C6000/C6050 MAGENTA (VECO6000M)  
 11rrrr. HP © LJ PRO 400 M401 (VE-CF280A-C)  
 11ssss. HP LJ PRO M402/M426 BLACK (VE-CF226X)  
 11tttt. HP © 80X LJ PRO 400 M40 (VE-CF280X-C)  
 11uuuu. OKIDATA YELLOW IMAGE DRUM (VE-43381757)  
 11vvvv. OKI © C6000/C6050 YELLOW (VE-CO6000Y)  
 11www. OKI © C6000/C6050 CYAN (VE-CO6000C)  
 11xxxx. OKI © C6000/C6050 BLACK (VE-6000K)  
 11yyyy. HP © LJ P4015/4515 TONER (VECC364X-C)  
 11zzzz. OKI © C6000/6050 YELLOW (VECO6000Y)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
 Description \_\_\_\_\_  
 Your Product# \_\_\_\_\_  
 QTY \_\_\_\_\_  
 UM    Unit Price \_\_\_\_\_    Ext Price \_\_\_\_\_

**Labels**

- 13.            LASER ADRESS LABELS, 1x2-5/8 (30600Q)
- 13a.          2x4 INKJET LABELS 250/EA (8163)
- 13b.          AVERY WHITE FILE FOLDER LABELS (8366)
- 13c.          CLEAR VERT HOLDER SLOT (206526IDV)
- 13d.          LASER WHITE LABEL 1x 2-5/8 (5160)
- 13e.          QB 1/2x1-3/4 LASER LABELS (7-10796)
- 13f.          VERT ID HOLDER SEALABLE (206488IDV)
- 13g.          VERTICAL HARD PLASTIC HOLDER (206467IDV)
- 13h.          AVERY PRINT OR WRITE FF LABELS (05204Q)
- 13i.          REMOVABLE LASER CD/DVD LABELS (5931)
- 13j.          FILE FOLDER LABELS (05202)
- 13k.          QB LASER LBLs 1x2 5/8, 3M/BOX (710786)
- 13l.          LABEL, LSR, 1X2-5/8, 3000 PK, WE (BSN21050)
- 13m.          LABEL, CC, ALPHA, DBN, 100/PK (SMD67159)
- 13n.          LABEL, COLOR CODE, 'E'-100/BX (SMD67175)
- 13o.          LABEL, COLOR CODE, 'I'-100/BX (SMD67179)
- 13p.          LABEL, COLOR CODE, 'N'-100/BX (SMD67184)
- 13q.          LABEL, COLOR CODE, 'O'-100/BX (SMD67185)
- 13r.          LABEL, COLOR CODE, 'R'-100/BX (SMD67188)
- 13s.          LABEL, CC, ALPHA, DGN, 100/PK (SMD67154)
- 13t.          LABEL, CC, ALPHA, PE, 100/PK (SMD67156)
- 13u.          LABEL, CC ALPHA, OR, 100/PK (SMD67157)
- 13v.          LABEL, CC, ALPHA, LBN 100/PK (SMD67162)
- 13w.          LABEL, COLOR CODE, 'A'-100/BX (SMD67171)
- 13x.          LABEL, COLOR CODE, 'B'-100/BX (SMD67172)
- 13y.          LABEL, COLOR CODE, 'H'-100/BX (SMD67178)
- 13z.          LABEL, COLOR CODE, 'U'-100/BX (SMD67191)

Our Ref# \_\_\_\_\_  
 Item \_\_\_\_\_  
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QTY \_\_\_\_\_  
UM Unit Price \_\_\_\_\_ Ext Price \_\_\_\_\_

**Log Books**

- 14. VOICE MAIL LOG BOOK, 500 MESSAGE (Q-51114)
- 14a. PHONE MESSAGE BOOK 2 PACK (SC11542D)
- 14b. PURCHASE ORDER BOOK, 2-PART (DC8131)
- 14c. QB WHILE YOU WERE OUT MSG PAD (792001)
- 14d. QB WHILE YOU WERE OUT MSG PAD (792001)
- 14e. NOTARY PUBLIC RECORD BOOK (880)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

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QTY \_\_\_\_\_

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**Moisteners**

- 15. DAB N SEAL ENVELOPE MOISTENER (Q-56766Q)
- 15a. HYGENIC FINGERTIP MOISTENER (Q-10050)
- 15b. SORTKWIK FINGERTIP MOISTENER (Q-10134)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

Your Product# \_\_\_\_\_

QTY \_\_\_\_\_

UM Unit Price \_\_\_\_\_ Ext Price \_\_\_\_\_

**Notebooks**

- 16. 1 SUB NOTEBOOK, NARROW, 5x8 (25401)
- 16a. 1 SUB NOTEBOOK, NARROW, 5x8 (25401)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_  
Your Product# \_\_\_\_\_  
QTY \_\_\_\_\_  
UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Office Tapes**

- 17.            QB TAPE, INVISIBLE, 3/4X1296 (765002)
- 17a.          3MSURE START TAPE W/DSPSR 2x22 (142)
- 17b.          BLADESAFE TAPE GUN (1078566)
- 17c.          TAPE DISPENSER (10388-QL)
- 17d.          QB ACRYLIC TAPE 2x110 YD 2ML (78180CL)
- 17e.          OIC RECYC 2-IN 1 HD TAPE DISP (96690)
- 17f.          PERMANENT DBL SIDED TAPE 1/2 (137)
- 17g.          QB TAPE DISPENSER BLK CONTOUR (7-11546QL)
- 17h.          SCOTCH MAGIC TAPE 24 PACK (810K24)
- 17i.          TAPE DISPENSER, EXECUTIVE (C40-BK)
- 17j.          TAPE DISPENSER, TABLE-TOP (HB900)
- 17k.          SCOTCH MAGIC TAPE 3/4 x 1000 (810K12)
- 17l.          3/4x1000 MAGIC TAPE (810P10K)
- 17m.          SCOTCH TAPE DISPENSER (C60ST)
- 17n.          QB TAPE, TRANSP, 3/4x1296 (765004)
- 17o.          QB TAPE, INVISIBLE, 3/4x1296)
- 17p.          TAPE, CARTON SEALING 2"-TRAN (MMM37102CR)

Our Ref# \_\_\_\_\_  
Item \_\_\_\_\_  
Description \_\_\_\_\_  
Your Product# \_\_\_\_\_  
QTY \_\_\_\_\_  
UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Office Clips**

- 18.            QB PAPER CLIPS, REGULAR SMOOTH (P1KS)
- 18a.          BINDER CLIPS-LARGE (72100)
- 18b.          BINDER CLIPS-SMALL 72020QQ)
- 18c.          JUMBO NON-SKID PAPER CLIPS (72510)
- 18d.          QB PAPER CLIPS, JUMBO SMOOTH (P-1JG)

- 18e. QB STL BNDR CLPS MED 1-1/4x5/8 (7-20500)
- 18f. ACCO NONSKID JUMBO PPR CLIPS (72585)
- 18g. BINDER CLIPS-MEDIUM (72050Q)
- 18h. QUILL MINI BINDER CLIPS (7-20100)
- 18i. QB STL BNDR CLIP SMALL 3/4x3/8 (7-20200)
- 18j. BINDER CLIP-MINI 12 PC BK (BSN65364)
- 18k. BINDER CLIP-MINI 100 PC (BSN65360)
- 18l. BINDER CLIPS-SMALL (72022)
- 18m. BINDER CLIPS-SMALL 12 PC, BK (BSN36550)
- 18n. BINDER CLIPS-MEDIUM (Q72050Q)
- 18o. BINDER CLIPS- MEDIUM 12 PC BK (BSN36551)
- 18p. BINDER CLIPS- LARGE (72100)
- 18q. BINDER CLIP- LARGE 12EA/BX (SPR87010)
- 18r. BINDER CLIPS-LARGE 12ea/BX (SPR87010)
- 18s. BINDER CLIPS-MINI (Q-20100)

Our Ref# \_\_\_\_\_

Item \_\_\_\_\_

Description \_\_\_\_\_

Your Product# \_\_\_\_\_

QTY \_\_\_\_\_

UM    Unit Price \_\_\_\_\_                      Ext Price \_\_\_\_\_

**Post-its**

- 19. 3x3 LND POST-IT NOTES, NEON (6306AN)
- 19a. 3x3 LINED POST-IT NOTES (6306PK)
- 19b. POST IT DESIGNER DISPENSER (DS330BWB)
- 19c. POST IT SS ASSORTED 15 PK (65415SSMULT)
- 19d. POSTIT 3x3 CAPE TOWN 18/PACK (65418CTCP)
- 19e. POST-IT NOTE PADS, 1-1/2x2 (653-AN)
- 19f. POSTIT POPUP 3x3 CAPETOWN 18/P (R33018CTCP)
- 19g. POST-IT POP-UP NOTES, 3x3 (R33012AU)
- 19h. POST-IT REG COLOR ARROW FLAGS (684ARR3)
- 19i. QB SLF-STICK NOTES 4x6 LINED (7-390-YW)
- 19j. SMALL POST-IT FLAGS (6834)
- 19k. SUPER STICKY NOTES 3x3 (65412SSCY)
- 19l. POST IT NOTES 3x3 18PK (654144YW)
- 19m. POST IT NOTES 1-1/2x2 JAIPUR (653-AU)
- 19n. POST IT SS PU 3x3 NEW YORK (R3306SSNY)
- 19o. POST-POST IT ® POP UP SUPER STICK (DS330SSVA)

- 19p. POST FLAGS ASST 5 COLORS (6835CF)
- 19q. POST IT 3x3 ULTRA NOTES (65414-AU)
- 19r. POST IT NOTES SUPER STICKY 3x3 (65410SSCY)
- 19s. POST IT POP UP NOTES 3x3 (R330YW)
- 19t. FLAGS TO GO ASST 5 CLRS/PK (6835CB)
- 19u. QB SELF STICK NOTES 1-1/2x2 (7-382-YW)
- 19v. QB SELF-STICK NOTES 3x3 (7-384-YW)
- 19w. POS-IT, PLN, 3X3, 14-PK, NE (MMM65414AN)

Our Ref# \_\_\_\_\_  
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**Ruled Books and Index Cards**

- 20. QB RULED PADS,8X14, PREMIER (Q-742272)
- 20a. QB PREMIER LEGAL PADS 5x8 (7-42406)
- 20b. QB RULED PAD, 8.5x11, PREMIER (742282)
- 20c. QB RULED PADS, 8.5x11, PREMIER (742270)
- 20d. QB RULED PADS, 5x8 Premier (7-42274)
- 20e. QB RULED PADS, 8x14 PREMIER (742272)
- 20f. QUILL RULED PADS 5x8 (7-42326)
- 20g. SPIRAL NOTEBOOK 8x10 (05512Q)
- 20h. QB STENO BOOK, GREGG RULING (SBNG)

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**Stamps**

- 21. 2-CLR PRE-INKED STAMP, ENTERED (2027)
- 21a. 2000PLUS SI NOTARY STAMP (1SI40PN)
- 21b. ACCUSTAMP2 MSG STAMP-DEPOSIT (035523)
- 21c. BLUE REFILL INK PRE-INKED STAMP (XL220705)

- 21d. BLUE SELF INKING REFILL INK (307001)
- 21e. CLEAR ACRYLIC BASE SIGN 2x8 (K40Q)
- 21f. OFFISTAMP MESSAGE STAMP (321499)
- 21g. QB PREINKIED STAMP 1x2 (XL2125)
- 21h. QB SELF-INKED STAMP 3/4x2-3/8 (A1000Q)
- 21i. RECEIVED VERSA DATER (66211)
- 21j. BADGE W/MAG BACK 1x3 SQUARE (JM22)
- 21k. SELF INKING STMP 1-1/8x2-11/16 (1SI50P)
- 21l. IDEAL 4913, BLK INK, SIGNATURE STAMP (MISC-CUSTOMSTAMPS)

Our Ref# \_\_\_\_\_

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QTY \_\_\_\_\_

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**Staplers & Supplies**

- 22. STAPLER, PPR PRO, DESKTP, PK (ACI1188)
- 22a. COMPACT 20 SHEET DSKTP STAPLER (SW166412UNI)
- 22b. QB CONTEMP FULL STRIP STAPLER (7-9604Q)
- 22c. BOSTITCH STAPLES, 5000/BOX (STCRP2115)
- 22d. EZ TOUCH STAPLER 20 SHEET (S7066424)
- 22e. STANDARD STAPLER (54501)
- 22f. STAND UP STAPLER (30005)
- 22g. QUILL STAPLE REMOVER (711515QL)
- 22h. QUILL STAPLE REMOVER 7-93211)
- 22i. SPEEDPOINT CHISEL STENO STAPLE (SF-4)
- 22j. Quill STANDARD STAPLES 5000CT (7-91123)
- 22k. STAPLES, STD, 210/STRIP, 5M/BX (SWI35450)
- 22l. REMOVER, STAPLE, BN (BSN65650)

Our Ref# \_\_\_\_\_

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## Writing Instruments

- 23. EASYTOUCH RETRACTABLE PEN (32220)
- 23a. .7MM SOFT LEAD (L-50-B)
- 23b. 5MM NON\_REFILLABLE PENCIL (MPF11)
- 23c. BIC CRISTAL BALL POINT STIC PE (MS-11-BE)
- 23d. BIC DRY ERASE MARKER (GDEM11BK)
- 23e. BIC MGK MKR DRY ERS DZ BK PCKT (GELIP11BLK)
- 23f. DRY ERASE MARKER 4-COLOR SET (80074Q)
- 23g. E.SHARP 0.7MM PENCIL (AZ127C)
- 23h. EASY TOUCH RETRACTABLE FINE PT (3221-0)
- 23i. EXPO 12 COLOR DRY ERASE MARKER (80699)
- 23j. EXPO ORIGINAL CHISEL DZ PURPLE (83008Q)
- 23k. G2 GEL INK PEN, FINE PT (G27-BE)
- 23l. G2-5 GEL EXTRA FINE PEN (G25-BK)
- 23m. GEL REFILLS PURPLE FINE-2 PK (518376)
- 23n. GEL ROLLING BALL PEN, FINE PT (P700-BK)
- 23o. JETSTREAM 101 GEL STICK PEN (1768011)
- 23p. LIQUID ACCENT HIGHLIGHTER, 10 (24415)
- 23q. MECH PENCILS ERASER REFILL 2E (PAP64892)
- 23r. PAPERMATE GEL RT PEN (1746324)
- 23s. PAPERMATE PROFILE STICK (70601)
- 23t. PENTEL HI-POLYMER .5MM LEADS (L-C505-B)
- 23u. PENTEL RSVP BALL POINT (BK90BK)
- 23v. PILOT G2 PINK RIBBON PEN (31332QQ)
- 23w. PILOT G2GEL RT FINE 5PK ASSORT (31266Q)
- 23x. PINK BCA ENERGEL PRL FINE 2PK (163812)
- 23y. POCKET ACCENT, FL, YELLOW (27025)
- 23z. PRECISE ROLLING BALL V5 (PV-5-BK)
- 23aa. Q-TECH 90 LEAD REFILLS, 0.7MM (7-10406QL)
- 23bb. QUILL DRY ERASE MARKER CHS TIP (7-87136)
- 23cc. QUILL TANK STYLE HIGHLIGHTER (7-28153)
- 23dd. ROUND STIC PEN, BULK PACK (GSM609BE)
- 23ee. SHARPWRITER PENCIL (303-01)
- 23ff. ULTRA FINE POINT MARKERS (3700-BK)
- 23gg. UNI-BALL VISION FINE POINT (60134)
- 23hh. UNI-BALL VISION MICRO POINT (60106)
- 23ii. UNI-GEL GRIP MEDIUM POINT PEN (65450)
- 23jj. VELOCITY GEL RETRACTABLE PEN (RLC11BK)
- 23kk. Z4C11 ROLLERBALL PEN (Z4CV11BK)
- 23ll. BRITE LINER HIGHLIGHTER 24 PK (BL24AD)
- 23mm. BU BALLPOINT RETRACTABLE PEN (BU311BLU)
- 23nn. EASYTOUCH RETRACTABLE PEN (3222-1)

23oo. EXPO 2 DRY ERASE MARKERS-RED (80002RD)  
 23pp. G2 GEL INK ROLLER PEN BOLD (31256Q)  
 23qq. G2 GEL INK PEN (G27AST)  
 23rr. G2 GEL INK REFILL 2PK FINE GRE (860221)  
 23ss. JIMNIE ROLLERBALL PENS (44110)  
 23tt. PENTEL ROLLING MARKER PEN (R-100-BK)  
 23uu. QUICKER CLICKER .7MM (PD347TC)  
 23vv. SHARPIE KING SIZE BLK 4CT (15661PP)  
 23ww. SHARPIE ULTRA FINE RT BLACK (1735793)  
 23xx. UNIBALL GEL IMPACT ROLLERBALL (65800)  
 23yy. UNI-BALL SIGNO GEL 207 RT (61255)  
 23zz. UNI-BALL SIGNO GEL 207 RT (61256)  
 23aaa. Z-GRIP MAX (22410)  
 23bbb. BIC CORRECTION TAPE (WOTAPP41)  
 23ccc. G2 GEL INK REFILL (PIL77240)  
 23ddd. PAPERMATE PROFILE-BLUE (89466)  
 23eee. QUILL TANK STYLE HIGHLIGHTERS (7-28151)  
 23fff. Z-GRIP NEON RT BP DZ BLK (22910)  
 23ggg. OOPS MINI COORECT TAPE 4/PK (3697575STP)  
 23hhh. PAPERMATE PROFILE-BLACK (89465)  
 23iii. BIC CRISTAL BALL POINT STIC PE (MS-11-BK)  
 23jjj. BLACK 0.5MM PEN REFILL (PENLRN5AUNI)  
 23kkk. BLUE 0.5MM PEN REFILL (PENLRN5CUNI)  
 23lll. PILOT FRIXION ERASABLE GEL PE (31556Q)  
 23mmm. BIC CORRECTION TAPE 2PK (WOTAPP21)  
 23nnn. BIC WITE-OUT CORRECTION TAPE (WOTAPP11)  
 23ooo. F301 RETRACTABLE BALLPT PEN 2PK (27112Q)  
 23ppp. UNI-BALL SIGNO GEL REFILL BLK (70207Q)  
 23qqq. ZEBRA F301 RET. BALPT REFILL (85512)  
 23rrr. JETSTREAM RT PEN REFILL (SAN35972)  
 23sss. QB CORRECTION TAPE 2 PACK (718673QL)  
 23ttt. FINE-POINT MARKERS (3000BK)  
 23uuu. G2 GEL INK PEN, FINE PT (G27-BK)  
 23vvv. BIC CORRECTION TAPE 10PK (WOTAPP10)  
 23www. BIC ROUNDSTIC MEDIUM PT PEN (GSM-11-BK)  
 23xxx. QB CORRECTION TAPE W/GRIP 2PK (718672QL)  
 23yyy. UNI-BALLVISIONLITE .8MMBOLD RD (69023)  
 23zzz. G2 GEL RB REFILL BLK BOLD 2/PK (962246)  
 23aaaa. BLUE BARREL CLIC ERASE (ZE22C)  
 23bbbb. UNI-BALL GEL IMPACT REFILL BL (65808)  
 23cccc. TAPE, CORRECTION, 4PC (BICWOTAPP418)  
 23dddd. PEN, ROLLBALL, G-2, X-FN, BK (PIL31002)  
 23eeee. PEN, GEL, UNI, GRP, BK (SAN65450)  
 23ffff. PEN, GEL, RT, .7MM, SARASA, 10PK (ZEB46881)

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**Misc Office Supplies**

- 24a.            HOLDER, CERTIFICATE, 9X12, BKRD (ANG204)
- 24b.            DUSTER, CANNED AIR, 6 PACK (CCS24306)
- 24c.            COATED PAPER PLATE (DXEDBP09W)
- 24e.            FORK, BOXD, HVY/MED WEIGHT, BK (DXEFM507)
- 24f.            SPOON, SP, PLSTC, HEAVY MED.WT (DXESM207)
- 24g.            GLUE STICKS, NATURAL, 30 CT (EPI5043)
- 24h.            NOTARY SEAL 1-5/8 DIAMETER (NSQ1)
- 24i.            8 #8 STRAIGHT SCISSOR (24901005UNI)
- 24j.            COMMAND CLEAR MEDIUM HOOKS CA (17091CLCBPK)
- 24k.            RIBBON CALCULATOR BK/RD (438546)
- 24l.            PNTR RIBBON F/MANNESMAN TALLY (R5470)
- 24m.            UNIV T.S. B/R 2 PK RIBBON SPOOL (814665)
- 24n.            RIBB F/UNIVERSAL CALC/CASH RE (R3027)
- 24o.            QB BUBBLE MAILER 6X10 (77826Q)

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WRITE YOUR SUBSTITUTIONS BELOW THIS LINE AND UTILIZE OUR REFERENCE NUMBER

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Do you offer any other discounts? \_\_\_\_\_ If so, what percentage do you offer from your regular catalog prices? \_\_\_\_\_%

Misc. Office Supplies - \_\_\_\_\_%

Office Furniture and Equipment - \_\_\_\_\_%

Art/Drafting Supplies - \_\_\_\_\_%

Custom Items - \_\_\_\_\_%

Describe any minimum ordering requirements: \_\_\_\_\_

What is your return policy? \_\_\_\_\_

Indicate ordering/delivery instructions needed for said bid: \_\_\_\_\_

Do you offer any rewards, promotions or incentives? \_\_\_\_\_

Do you offer recycling and eco-services for used office equipment? \_\_\_\_\_

Please specify: \_\_\_\_\_

What is your time frame for product delivery? \_\_\_\_\_

Are there shipping or processing fees? \_\_\_\_\_ If so, please indicate what those fees are.

**For any questions regarding specifications please contact  
Purchasing Director Leo Snelling at  
417-582-4307 or email [lsnelling@christiancountymo.gov](mailto:lsnelling@christiancountymo.gov)**