

CLOVIS UNIFIED SCHOOL DISTRICT

BID PACKAGE FOR BID NUMBER 2439

Office Supplies for Central Warehouse

Janet Young, Ed.D.
District Superintendent

Clovis Unified School District
1450 Herndon Avenue
Clovis, California 93611
(559) 327-9475

CLOVIS UNIFIED SCHOOL DISTRICT

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CLOVIS UNIFIED SCHOOL DISTRICT

NOTICE TO BIDDERS

The Board of Trustees of the Clovis Unified School District of Fresno County, California invites and will receive sealed proposals for **BID NO. 2439** for the award of **Office Supplies for Central Warehouse** on or before **11:00 AM**, on **January 18, 2012** in the Purchasing Department of Clovis Unified School District, 1450 Herndon Avenue, Clovis, California 93611, after which time and place the bids will be opened and read in public.

Bids must be accompanied by a bidder's bond, cashier's check or certified check for TEN PERCENT (10%) of the amount of the bid. The bidders bond or certified check shall be made payable to the Clovis Unified School District and shall be given as a guarantee that the bidder will enter into a contract if awarded the work, and will be declared forfeited, paid to, or retained by the District as liquidated damages if the bidder refuses or neglects to enter into a contract on the terms of the accepted proposal within fourteen (14) calendar days after bidders notification of District's acceptance of the proposal. Bidders may not withdraw bids for a period of forty-five (45) days after the date set for opening of bids.

Bids shall be made on forms prepared by the Clovis Unified School District. Bid forms, specifications and further information may be obtained from Cheryl Loyko, Buyer, in the Purchasing Department, phone (559) 327-9475.

The District reserves the right to accept or reject any or all proposals, or any combination of proposals, and to waive any irregularities or informalities which may be legally waived.

Published Dates: (1)December 29, 2011 (2)January 5, 2012

CLOVIS UNIFIED SCHOOL DISTRICT

Steve Ward
Associate Superintendent of Administrative Services

INSTRUCTIONS TO BIDDERS

Specifications and/or Drawings are available at:

CLOVIS UNIFIED SCHOOL DISTRICT
Purchasing Department
1450 E. Herndon Avenue
Clovis, California 93611
ATTN: Cheryl Loyko
Phone (559) 327-9475

Bid Proposal:

No bid proposals shall receive consideration by the Clovis Unified School District for Bid No. 2439 unless made in accordance with the following instructions:

1. Deadline For Receipt of Proposals. Bid proposals must be sealed and filed with the Purchasing Department located at 1450 Herndon Avenue, Clovis, California 93611, on or before 11:00 AM on January 18, 2012. All bids must be received on or prior to that date and time, after which bids will be opened and read in public. The District suggests that bids be hand delivered in order to insure their timely receipt.
2. Requests for Information. Any questions relative to the bid should be directed to the District Superintendent or designee at the address specified for receipt of bid proposals.
3. Bid Proposal Forms. Bid proposals must be made on a form obtained from the District. All items on the form should be filled out. Numbers should be stated in figures, and the signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations, or erasures.
4. Noncollusion Affidavit. Each bidder must return a fully executed noncollusion affidavit, as required by Public Contract Code section 7106, with the completed bid proposal. The noncollusion affidavit is included in this bidding package.
5. Clarification's. Questions regarding documents, discrepancies, omissions or doubt as to meanings will be clarified by the District Superintendent or designee.
6. Execution of Forms. Each bid must give the full business address of the bidder and must be signed by the bidder with his or her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Bids by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president,

secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A bidder's failure to properly sign required forms may result in rejection of the bid.

7. Bid Security. Bid Proposals must be accompanied with a certified cashier's check, or bidder's bond for an amount not less than ten percent (10%) of the amount of the base bid. The cashiers check or bid bond shall be made payable to the order of the Clovis Unified School District. If the bid bond accompanies the proposal, the bond shall be secured by a surety company satisfactory to the District. Failure to provide bid security or bid security in the proper amount, may result in rejection of the bid.

8. Withdrawal of Bid Proposals. Bid proposals may be withdrawn by the bidders prior to the time fixed for the opening of bids, but may not be withdrawn for a period of Forty Five (45) days after the opening of bids. A successful bidder shall not be relieved of the bid submitted without the District's consent or bidder's recourse to Public Contract Code Section 5100 et. seq.

9. Addenda or Bulletins. Any addenda or bulletins issued during the time of bidding shall form a part of the drawings and specifications issued to bidders for the preparation of their proposals and shall constitute a part of the contract documents.

10. Award of Contract. The District reserves the right to reject any and all bid proposals, to contract work with whomever and in whatever manner the District decides, to abandon the work entirely and to waive any informality or non-substantive irregularity as the interest of the District may require. The District reserves the right to award this bid by line item or in total which ever may be in the best interest of the District.

11. Rejection of Bids. The District reserves the right to accept or reject any and all bids, or any portion or combination thereof, or award on the basis of the total bid.

12. Execution of Contract. The successful bidder shall, within fourteen (14) calendar days of notice of award of the contract, sign and deliver to the District the executed contract. In the event the bidder to whom an award is made fails or refuses to execute the contract within fourteen (14) calendar days from the date of receiving notification that the contract has been awarded to the bidder, the District may declare the bidder's bid deposit or bond forfeited as

damages caused by the failure of the bidder to enter into the contract, and may award the work to the next lowest responsible bidder, or may reject all bids and call for new bids.

13. Drawings and Specifications. Each bidder shall be required to return to the District all drawings and specifications in an un mutilated condition and without any marks or annotations. All drawings, specifications and other documents used or prepared during the project shall be the exclusive property of the District.

14. Evidence of Responsibility. Upon the request of the District, a bidder shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, the bidder's experience in the type of work being required by the District, the bidder's organization available for the performance of the contract and any other required evidence of the bidder's qualifications to perform the proposed contract. The District may consider such evidence before making its decision awarding the proposed contract. Failure to submit evidence of a bidder's responsibility to perform the proposed contract may result in rejection of the bid.

15. Taxes. Taxes shall NOT be included in the unit prices of the materials, but may be provided as part of the Cost Analysis. The District will pay only the State sales and use taxes. Federal excise taxes are not applicable to school districts.

16. Bid Exception. All exceptions which are taken in response to this bid must be stated clearly. The taking of bid exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the bid.

Allowance of exceptions will be determined by the Board of Trustees, whose decisions shall be final. Any bid exceptions or additional conditions requested after bid closure, which are not detailed within the bid response, may result in disqualification of the bid. No oral or telephonic modification of any bid submitted will be considered and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the bidder was placed in the mail prior to the opening of the bids.

17. Discounts. Any discount which the bidder desires to provide the District must be stated clearly on the bid form itself so that the District can calculate properly the net cost of the bid proposal. Offers of discounts or additional services not delineated on the bid form will not be considered by the District in the determination of the lowest responsible bidder.

18. Prices. Bidders must quote prices F.O.B. Clovis Unified School District unless otherwise noted. Prices should be stated in the units specified and bidders should quote each item separately.

19. Quantities. The quantities shown are approximate. The District reserves the right to increase or decrease quantities as desired.

20. Samples. On request, samples of the products being bid shall be furnished to the District at no charge.

21. Special Brand Names. In describing any item, the identification of a particular manufacturer or special brand does not restrict bidding to that manufacturer or special brand, but is intended only to indicate the quality and type of item desired. Bidders may furnish any material, product, thing or service of comparable quality or utility. **IF A BIDDER IS REQUESTING SUBSTITUTION OF AN EQUAL ITEM, THE BIDDER MUST CLEARLY INDICATE THE SUBSTITUTION ON THE BID PROPOSAL FORM. THE MAKE AND GRADE OF THE ARTICLE ON WHICH A BID IS SUBMITTED MUST BE STATED IN THE PROPOSAL AND ILLUSTRATIONS, CATALOG AND ALL NECESSARY INFORMATION SUBMITTED SO THAT THE DISTRICT CAN MAKE A COMPLETE EVALUATION OF THE QUALITY AND UTILITY OF THE SUBSTITUTE BRAND BID.** The District encourages alternate brands to be bid. The District reserves the right to make all decisions on product and vendor selection in determining whether a substitute brand is of comparable quality or utility to the brand name specified.

22. Container Costs and Delivery. All costs for containers shall be borne by the bidder. All products shall conform to the provisions set forth in the federal, county, state and city laws for their production, handling, processing and labeling.

Packages shall be so constructed to insure safe transportation to point of delivery.

23. Bid Negotiations. A bid response to any specific item of this bid with terms such as negotiable, will negotiate or similar, will be considered as non-compliance with that specific term.

24. Indemnity. The bidder must hold harmless and fully indemnify the District, its Board of Trustees, officers, employees and agents from all damages or claims for damages, costs or expenses that may at any time arise out of the bidder's performance of, or failure to perform acts, required by the contract documents, including but not limited to infringement or use of any copyrighted composition,

secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

25. In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law.

26. Substitute Security. In accordance with Section 4590 of the Government Code, the District will permit the substitution of securities for any moneys withheld by the District to insure performance under the contract. At the request and expense of the bidder, securities equivalent to the amount withheld shall be deposited with the District, or with a state or federally chartered bank as an escrow agent, who shall pay such moneys to the bidder upon satisfactory completion of the contract.

Securities eligible for investment under this Section shall include those listed in Government Code Section 16430 or bank and savings and loan certificates of deposit. The bidder shall be the beneficial owner of any securities substituted for moneys withheld and shall receive any interest thereon.

27. If the bidder defaults, the District may procure the articles or services from other sources and may recover the loss occasioned thereby from any unpaid balance due the bidder or by proceeding against a bidder's bond, if any, or by suit against the bidder. The prices paid by the District shall be considered the prevailing market prices at the time such purchase is made.

28. Governing Law and Venue. In the event of litigation, the bid documents, specifications and related matter shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Fresno County.

29. Delivery Deadline. The equipment/materials sought by this bid proposal must be delivered in satisfactory condition to the location specified by the District in the bid proposal on or before delivery time as indicated by vendor. This time limit is of the essence of the contract. A bidder's failure to provide the equipment/materials to the District by the contract date shall subject the bidder to liquidated damages in the amount of \$200.00 for each and every calendar day by which completion is delayed beyond the contract date.

30. Internet Access. It is the responsibility of all potential bidders who gain access to bid specifications through the internet, to contact the District with the Company name, address, telephone and fax number. This will ensure notification of any bid specification changes through addendum.

Submission of a bid proposal constitutes the bidder's promise to pay liquidated damages as set forth above and the bidders agreement that the actual occurrence of damages and the actual amount of damages which the District would suffer if the requirements were not completed by the contract date is impracticable and extremely difficult to fix. Damages which the District would suffer in the event of delay are dependent on many circumstances and factors but would include the loss of use of the materials, disruption of school activities, cost of administration and supervision, and the loss suffered by the public and the District by reason of delay in completion of the contract. Accordingly, bidder agrees that the amount set forth herein as liquidated damages shall be presumed to be the amount of damages actually sustained by the bidder's failure to complete the project by the contract date.

If the bidder becomes liable to the District for liquidated damages, the District shall, in addition to all other remedies provided by law, have the right to deduct the amount of liquidated damages owed from the contract sum or to deduct the amount of liquidated damages owed by the bidder from moneys previously retained from the bidder. If the sum deducted by the District is insufficient to discharge the bidder's liability for liquidated damages, the bidder and its sureties shall remain liable to the District until all such liabilities are fully satisfied.

30. Participation. Bidder agrees to extend the terms of the resulting contract to other political subdivisions, municipalities and tax supported agencies.

Such participating governmental bodies shall make purchases in their own name, make payment directly to the bidder, and be liable directly to the bidder, holding Clovis Unified School District harmless.

The successful bidder will invoice each Agency separately. Invoices must show each Agency's purchase order number, and be mailed as directed by each separate Agency.

CLOVIS UNIFIED SCHOOL DISTRICT
BID PROPOSAL FORM

Board of Trustees
CLOVIS UNIFIED SCHOOL DISTRICT
1450 Herndon Avenue
Clovis, California 93612

RE: BID NO. **2439**

Dear Members of The Board of Trustees:
The undersigned, doing business under the firm name of

_____, having carefully examined the Notice to Bidders, the Instructions to Bidders, the Contract, the Specifications and all of the contract documents for the proposed Office Supplies for Central Warehouse proposes to perform the contract, including all of its component parts, and to furnish all materials and labor called for by them for the entire order, including all taxes as follows:

AMOUNT OF BID

_____ Dollars and ____/100

Delivery will be made within 60 calendar days after receipt of order.

Prices will remain firm for 90 calendar days after award.

SUBMITTED BY:

COMPANY

ADDRESS

CITY/STATE/ZIP

SIGNATURE

PLEASE TYPE OR PRINT NAME

TITLE

DATE

PHONE

CLOVIS UNIFIED SCHOOL DISTRICT
NONCOLLUSION DECLARATION

BID 2439

Office Supplies for Central Warehouse

State of California)

County Of Fresno) ss.

I, _____, being duly sworn, declare that I am _____ of _____ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this _____ day of _____, 20__ at _____ California.

Signature

Bid 2439

Office Supplies for Central Warehouse

Response due by
1/18/12 @ 11:00 AM

| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 001 | 200 ROLLS | 1410990 - TRANSPARENT BOOK TAPE, 2"W X 540" L 3M 845 OR EQUAL | | | |
| ITEM 002 | 150 ROLLS | 1420995 - TRANSPARENT BOOK TAPE, 3" X 540" L 3M 845 OR EQUAL | | | |
| ITEM 003 | 60 EACH | 1510015 - WASTEBASKET, RECTANGULAR PLASTIC 12 3/4" DIAM X 16 1/4" H, BLACK OR GRAY RUBBERMAID 2830 RUBBERMAID 2956 15X11X15 RECTANGULAR TENEX 16024 RECT. 7 GAL RUBBERMAID 69179 RUBBERMAID 69176 OR EQUAL | | | |
| ITEM 004 | 792 EACH | 1510020 - BINDER, 3 RING, 1" CAPACITY, BLUE VINYL WILSON JONES 368-14 NBC AVERY DENNISON K311-10 WILSON JONES 27616 OR EQUAL | | | |
| ITEM 005 | 72 EACH | 1510037 - BOOK, PHONE MESSAGE, 2 PART, 4 MESSAGES PER PAGE, 400 PER BOOK, SPIRAL BOUND, CARBONLESS, 11 X 5 1/4" ADAMS ABFSC1154D TOPS 4002 / 2123735 HAZ SC11530 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 006 | 1332 PKG | 1510040 - BOOK, COMPOSITION, 3/8" FAIN T RULING, 10 X 8", 25 COUNT, LINNET COVERING 12 PER PKG AVERY 43-461 IMPERIAL 1142 40M EVERETTE 1040 ROARING SPRINGS 77503 OR EQUAL | | | |
| ITEM 007 | 900 EACH | 1510045 - BOOK, DAILY LESSON PLAN, 11 X 9 3/8", 52 SHEETS, TWIN WIRE, 7 PERIODS ELAN W101 IMPERIAL 11380 HAMMOND & STEVEN 400-P OR EQUAL | | | |
| ITEM 008 | 48 PKG | 1510055 - NOTEBOOK, STENO, GREGG RULE, 6 X 9", 12 PER PKG MEAD 43080 GREEN PACON 9951 ASSOCIATED C6925 GG TOPS 8001 ROARING SPRINGS OR EQUAL | | | |
| ITEM 009 | 204 BOX | 1510071 - FILM, LAMINATION, 27" X 500' , 1.5 ML, 2 ROLLS PER BOX LAMINEX BRYCE SOUTHWEST 2750015CL OR EQUAL | | | |

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| | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|--|-------|------------|----------------|
| ITEM 010 | 4992 EACH | 1510075 - BINDER, VIEW 1", WHITE AVERY DENNISON CV 11-10 OXFORD RV1 WE SAMSILL 18537C (1160308) WJ 362-14W OR EQUAL | | | |
| ITEM 011 | 2016 EACH | 1510076 - BINDER, VIEW 2", WHITE OXFORD B & P RV2WE GBC 8313003 WILSON JONES 27606 WJ W362-44W OR EQUAL | | | |
| ITEM 012 | 744 EACH | 1510077 - BINDER, VIEW 3", WHITE ROUND RING, 8 1/2 X 11 WHITE OXFORD RV3WE GBC 8313051 WILSON JONES 27608 UNIVERSAL 20992 WJ 362-49W OR EQUAL | | | |
| ITEM 013 | 1728 EACH | 1510079 - BINDER, VIEW 1.5", WHITE WILSON JONES W362-34W OR EQUAL | | | |
| ITEM 014 | 400 PKG | 1510090 - CARDS, INDEX, PLAIN BLUE, 3 X 5" 100 PER PKG OXFORD #7320 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|--|-------|------------|----------------|
| ITEM 015 | 400 BOX | 1510091 - PUSH PINS, CLEAR, 100 PER BOX CHAS LEONARD 200-CL STANDARDS PP-CLR SCHOOL SMART 003354 OR EQUAL | | | |
| ITEM 016 | 100 PKG | 1510093 - LABEL INSERTS, BLANK FOR PENDAFLEX TABS, 10 STRIPS PER PKG OXFORD NO.242 KLEER-FAX 242 GLOBE WEIS 45QL OR EQUAL | | | |
| ITEM 017 | 500 PKG | 1510094 - CARDS, INDEX, PLAIN CANARY, 3 X 5", 100 PER PKG OXFORD #7320 OR EQUAL | | | |
| ITEM 018 | 200 PKG | 1510096 - CARDS, INDEX, PLAIN CHERRY, 3 X 5", 100 PER PKG OXFORD #7320 OR EQUAL | | | |
| ITEM 019 | 300 PKG | 1510098 - CARDS, INDEX, PLAIN GREEN, 3 X 5", 100 PER PKG OXFORD #7320 OR EQUAL | | | |
| ITEM 020 | 4000 PKG | 1510102 - CARDS, INDEX PLAIN, WHITE 3 X 5", 100 PE PKG OXFORD #7320 OXFORD 30 OR EQUAL | | | |

Office Supplies for Central Warehouse

| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-------------|---|-------|------------|----------------|
| ITEM 021 | 200 PKG | 1510104 - CARDS, INDEX, PLAIN, WHITE 4 X 6", 100 PER PKG OXFORD #7420 OXFORD 40 OR EQUAL | | | |
| ITEM 022 | 200 PKG | 1510105 - CARDS, INDEX, RULED, WHITE 4 X 6", 100 PER PKG OXFORD 41 OR EQUAL | | | |
| ITEM 023 | 200 PKG | 1510106 - CARDS, INDEX, PLAIN, WHITE 5 X 8", 100 PER PKG OXFORD #7520 OXFORD 50 OR EQUAL | | | |
| ITEM 024 | 3000 PKG | 1510108, CARDS, INDEX, RULED, WHITE 3 X 5", 100 PER PKG OXFORD #7321 OXFORD 31 OR EQUAL | | | |
| ITEM 025 | 200 PKG | 1510110 - CARDS, INDEX, RULED, WHITE 5 X 8", 100 PER PKG OXFORD 7521 OXFORD 51 OR EQUAL | | | |
| ITEM 026 | 18,000 EACH | 1510122 - GLUE STICK, CLASSROOM, CLEAR, NON TOXIC, .20 - .23 OZ, 3M SCOTCH 6307 BORDEN ELMERS E511 OR EQUAL | | | |

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Office Supplies for Central Warehouse

| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 027 | 432 PKG | 1510130 - BINDER CLIPS, MINI, 12 PER PKG HIGHMARK GENERAL BC-010 SCHOOL SMART 038221 OR EQUAL | | | |
| ITEM 028 | 768 BOX | 1510135 - BINDER CLIPS, SMALL, 12 PER BOX PYRAMID BC-02/1199660 BC20 OFFICE DEPOT 825182B SCHOOL SMART OR EQUAL | | | |
| ITEM 029 | 768 BOX | 1510140 - BINDER CLIPS, MEDIUM 1 1/4", BOX OF 12 OFFICE DEPOT 825-190 C.LEONARD BC-05 BC50 OR EQUAL | | | |
| ITEM 030 | 288 BOX | 1510145 - BINDER CLIPS, LARGE 2", BOX OF 12 OFFICE DEPOT 308-957 PYRAMID BC-10 GENERAL BC-100 OR EQUAL | | | |
| ITEM 031 | 1500 BOX | 1510150 - PAPER CLIPS, SMALL, 100 PER BOX 1.25" LENGTH OFFICEMATE PC1/308-478 CHARLES LEONARD 201E STANDARD PC1 OD 10001 (308-478) OR EQUAL | | | |

**Bid 2439
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| | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|--|-------|------------|----------------|
| ITEM 032 | 2000 BOX | 1510155 - PAPER CLIPS, JUMBO, 100 PER BOX, 2" LENGTH OFFICEMATE PCG/1007 (308-239) CHARLES LEONARD 301E UNIVERSAL P272220 STANDARD PC6 OR EQUAL | | | |
| ITEM 033 | 1500 EACH | 1510160 - CLIPBOARD, LETTER SIZE, MASONITE OFFICEMATE 83100 CHAS LEONARD 89003 OFFICE DEPOT 991992 OIC 83140 (991-992) IMPERIAL 1272LR OR EQUAL | | | |
| ITEM 034 | 200 EACH | 1510163 - CLIPBOARD, LEGAL SIZE, MASONITE PYRAMID 1162403 OIC 83141 (174-276) IMPERIAL 1272LG OR EQUAL | | | |
| ITEM 035 | 200 EACH | 1510170 - COMPASS, ARC W/ HALF LENGTH PENCIL GENERAL G-591 IMPERIAL 13010 OR EQUAL | | | |
| ITEM 036 | 100 SPL | 1510184 - COTTON ROVING, BLACK, 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07306 IMPERIAL 3900BK PACON 7306 (340-232) OR EQUAL | | | |

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|-----------|--|-------|------------|----------------|
| ITEM 037 | 1510186 - COTTON ROVING, DARK BLUE 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07196 IMPERIAL 3900 DBE PACON7196 (340-265) OR EQUAL | | | |
| ITEM 038 | 1510190 - COTTON ROVING,DARK BROWN, 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ IMPERIAL 3900BN PACON 7026 (340-240) OR EQUAL | | | |
| ITEM 039 | 1510194 - COTTON ROVING,DARK GREEN, 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07146 IMPERIAL 3900DGN PACON 7146 (340-695) OR EQUAL | | | |
| ITEM 040 | 1510196 - COTTON ROVING, PURPLE, 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07356 IMPERIAL 3900PE PACON 7356 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 041 | 150 SPL | 1510198 - COTTON ROVING, RED 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07036 IMPERIAL 3900RD PACON 7036 (340-778) OR EQUAL | | | |
| ITEM 042 | 100 SPL | 1510200 - COTTON ROVING, WHITE, 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07206 IMPERIAL 3900 WE PACON 7006 (340-786) OR EQUAL | | | |
| ITEM 043 | 100 SPL | 1510202 - COTTON ROVING, YELLOW, 3 PLY, TRANSPARENT WRAPPED, 1 LB BJ 07084 IMPERIAL 3900YW PACON 7086 (340-794) OR EQUAL | | | |
| ITEM 044 | 456 EACH | 1510210 - DISPENSER, TAPE, DESK MODEL FOR 1'CORE 3M C 38 CHAS LEONARD 900 STANDARD C-38 STATUS PLUS 1111582 OR EQUAL | | | |
| ITEM 045 | 48 EACH | 1510212 - DISPENSER, TAPE, HAND, GREY, 1/2" OFFICEMATE TP-5 LEONARD 81012 (SMOKE) STANDARD H.126 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|------------|---|-------|------------|----------------|
| ITEM 046 | 48 EACH | 1510214 - DISPENSER, TAPE, HEAVY DUTY, FOR 3" CORE SCOTCH #C23 STANDARD G-250 LEONARD 81300 OR EQUAL | | | |
| ITEM 047 | 48 EACH | 1510224 - ERASER, BLACKBOARD, 5" DBL STITCHED, FELT, SIZE 2" IMPERIAL 1360-5 CHALKBUSTER 2060 QUARTET ZENITH OR EQUAL | | | |
| ITEM 048 | 2912 EACH | 15102335 - ERASER, WHITE BOARD, SOFT PILE, NON-ABRASIVE SANFORD 81505 OR EQUAL | | | |
| ITEM 049 | 1248 DOZEN | 1510236 - ERASER, PINK PEARL, MEDIUM, 12 PER BOX DIXON GENERAL 100E IMPERIAL 13675 STANDARD GEN G-100 OR EQUAL | | | |
| ITEM 050 | 100 BOX | 1510246 - FASTENERS, 2" CAPACITY, 2 3/4" CENTERS ACCO 70012 C. LEONARD 60010 OIC OFFICE DEPOT 936-500 STATUS PLUS 51-109 OR EQUAL | | | |

Office Supplies for Central Warehouse

| QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|-----------|--|-------|------------|----------------|
| ITEM 051 | 50 BOX 1510247 - FASTENERS, 2" CAPACITY PRONG FASTENER SETS, 50 PER BOX ACCO 70022 GENERAL 102 C. LEONARD STANDARD CF2 OR EQUAL | | | |
| ITEM 052 | 672 BOX 1510253 - FASTENERS, PAPER, ROUND HEAD #4, BRASS, 1" LONG, 100 PER BOX IMPERIAL 139-4 GENERAL 4RH SCHOOL SMART 059952 OR EQUAL | | | |
| ITEM 053 | 400 BOX 1510284 - FOLDERS, LEGAL, HANGING 1/5 CUT, 25 PER BOX, GREEN SMEAD C25H OFFICE DEPOT 8111-018 DIVERSAFILE 4211-400 AMPAD 422 1/5 OR EQUAL | | | |
| ITEM 054 | 300 BOX 1510285 - FOLDER, MANILA, LETTER SIZE, 1/2 CUT, 100 PER BOX OXFORD 752 1/2 SMEAD 152L AMPAD 221 1/2 OR EQUAL | | | |

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Response due by
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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|--|-------|------------|----------------|
| ITEM 055 | 800 BOX | 1510286 - FOLDER, MANILA, LETTER SIZE, 1/3 CUT, 100 PER BOX SMEAD 153L OXFORD 753 1/3 AMPAD 221 1/3 ESSELTE 370 1/3 OR EQUAL | | | |
| ITEM 056 | 200 BOX | 1510288 - FOLDER, MANILA, LETTER SIZE, 1/5 CUT, 100 PER BOX OXFORD 752 1/5 SMEAD 155L AMPAD 221 1/5 OR EQUAL | | | |
| ITEM 057 | 200 BOX | 1510292 - FOLDER, MANILA, LEGAL SIZE, 1/3 CUT, 100 PER BOX OXFORD 753 1/3 AMPAD 222 1/3 ESSELTE 371 1/3 OR EQUAL | | | |
| ITEM 058 | 48 BOX | 1510294 - FOLDER, MANILA, LEGAL SIZE, 1/5 CUT, 100 PER BOX OXFORD 753 1/5 SMEAD-OD 810895 AMPAD 222 1/5 OR EQUAL | | | |
| ITEM 059 | 800 BOX | 1510296 - FOLDER, PORTFOLIO, ROYAL BLUE, 25 PER BOX AMBERG #575 DUO-TANG #50-125-23 FILE EZ 80125 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|------------|--|-------|------------|----------------|
| ITEM 060 | 1200 BOX | 1510298 - FOLDER, PORTFOLIO, YELLOW, 25 PER BOX AMBERG #575 DUO-TANG #50-125-70 FILE EZ 80125 OR EQUAL | | | |
| ITEM 061 | 6912 BTL | 1510312 - GLUE, WHITE 4 OZ, SQUEEZE BOTTLE ELMERS #372 ** NO SUBSTITUTE ** | | | |
| ITEM 062 | 288 GALLON | 1510314 - GLUE, WHITE, GALLON ELMERS #395/E1326 **NO SUBSTITUTE** | | | |
| ITEM 063 | 1728 SET | 1510333 - INDEX, COLORED SEE THROUGH PLASTIC TAB 2", 8 1/2 X 11", 3 HOLE PUNCH, 5 DIVIDERS PER SET WJ 54309 IMPERIAL 1115AD CEJUDEX FR-13 CENTIS YR-2135C OR EQUAL | | | |
| ITEM 064 | 864 SET | 1510334 - INDEX, CLEAR PLASTIC TAB 2", 8 1/2 X 11", 3 HOLE PUNCH, 5 DIVIDERS PER SET C12135C AVERY (653-428 OFFICE DEPOT) AVERY 14566 NO SUBSTITUTIONS | | | |

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| | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 065 | 288 DOZ | 1510458 - PEN, OVERHEAD PROJECTION, BLACK, FOR TRANSPARENCIES, NON TOXIC SANFORD VIS-A-VIS/16001**NO SUB* | | | |
| ITEM 066 | 144 DOZ | 1510460 - PEN, OVERHEAD PROJECTION, BLUE, FOR TRANSPARENCIES, NON TOXIC SANFORD VIS-A-VIS/16003**NO SUB* | | | |
| ITEM 067 | 88 DOZ | 1510462 - PEN, OVERHEAD PROJECTION, GREEN, FOR TRANSPARENCIES, NON TOXIC SANFORD VIS-A-VIS/16004**NO SUB** | | | |
| ITEM 068 | 88 DOZ | 1510464 - PEN, OVERHEAD PROJECTION, RED, FOR TRANSPARENCIES, NON TOXIC SANFORD VIS-A-VIS/16002**NO SUB** | | | |
| ITEM 069 | 432 DOZ | 1510475 - PEN, BALL POINT, FINE BLACK PAPERMATE 968-01 **NO SUB** PAPERMATE 85587 (524-992) PAPERMATE COMFORTMATE 61801 NO SUBSTITUTIONS** | | | |
| ITEM 070 | 288 DOZ | 1510477 - PEN, BALL POINT, FINE BLUE PAPERMATE 966-01 PAPERMATE 85588 NO SUBSTITUTIONS | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 071 | 216 DOZ | 1510479 - PEN, BALL POINT, FINE RED PAPERMATE 85591 PAP6170187 OR EQUAL | | | |
| ITEM 072 | 720 DOZ | 1510490 - PEN, BALL POINT, MEDIUM, BLACK PAPERMATE 85585 (524-968) PAPERMATE COMFORTMATE 61301 SANFORD SAGA 52011 PAPERMATE 963-01 NO SUBSTITUTIONS** | | | |
| ITEM 073 | 648 DOZ | 1510492 - PEN, BALL POINT, MEDIUM BLUE PAPERMATE 961-01 PAPERMATE 85586 (524-976) NO SUBSTITUTIONS** | | | |
| ITEM 074 | 288 DOZ | 1510494 - PEN, BALL POINT, MEDIUM GREEN PAPERMATE 614-01 PAPERMATE 334-11 OR EQUAL | | | |
| ITEM 075 | 288 DOZ | 1510510 - PEN, MARKING, FINE, BLACK, NON TOXIC, FELT TIP SANFORD 380XX EBERHARD FABER 38011 LIQUI-MARK 11201 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 076 | 144 DOZ | 1510512 - PEN, MARKING, FINE BLUE, WASHABLE, NON TOXIC FABER CASTELL SANFORD PAPERMATE 38013 EBERHARD 38013 LIQUIMARK 11203 OR EQUAL | | | |
| ITEM 077 | 88 DOZ | 1510514 - PEN, MARKING, FINE GREEN, WASHABLE, NON TOXIC FABER 38014 DIXON TREND 81140 LIQUIMARK 11204 OR EQUAL | | | |
| ITEM 078 | 176 DOZ | 1510516 - PEN, MARKING, FINE RED, WASHABLE, NON TOXIC FABER 38012 DIXON TREND 38012/81110 SANFORD PAPERMATE 38012 OR EQUAL | | | |
| ITEM 079 | 96 DOZ | 1510531 - PEN, ROLLER WRITER, FINE BLACK SANFORD FABER 60143 OR EQUAL | | | |
| ITEM 080 | 88 DOZ | 1510532 - PEN, ROLLER WRITER, FINE BLUE FABER 60245 FABER 60145 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 081 | 1740 SET | 1510533 - PENCIL, COLOR, 12 ASST PER SET, MINIMUM 3.3 MM BN 4012 CHARLES LEONARD 67512 DIXON 20270 OR EQUAL | | | |
| ITEM 082 | 88 DOZ | 1510542 - PENCIL, DRAFTING, TURQUOISE, 2H MUSGRAVE 1200-2H OR EQUAL | | | |
| ITEM 083 | 4872 BOX | 1510550 - MARKERS, WATERCOLOR, WASHABLE, BOX OF 8 LARGE BULLET TIP, CERTIFIED NON-TOXIC B & S 7808 PRANG 80580 DIXON PRANG 80680 OR EQUAL | | | |
| ITEM 084 | 1392 BOX | 1510552 - MARKERS, WATERCOLOR, PASTEL, WASHABLE, LARGE BULLET TIP, CERTIFIED NON-TOXIC B & S 7816 *NO SUBSTITUTIONS* | | | |
| ITEM 085 | 17028 DOZ | 1510555 - PENCIL #2, WITH ERASER, WOOD CASE ONLY (*NO SUBS) FABER CASTELL 210-2 DIXON ORIOLE 287-2 FABER 12132 OR EQUAL | | | |
| ITEM 086 | 288 DOZ | 1510565 - PENCIL, PRIMARY, MEDIUM DIAMETER LEAD DIXON #13040 GENERAL 909 MUSGRAVE 2020 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|-----------|---|-------|------------|----------------|
| ITEM 087 | 576 PKG | 1510567 - PENCIL, MECHANICAL, RUBBER GRIP, TRANSLUCENT COLORS, PKG OF 5, LARGE WHITE ERASER, REFILLABLE SANFORD CLICKSTER GRIP 65165 BIC MPP51 OR EQUAL | | | |
| ITEM 088 | 150 PKG | 1510576 - PENCIL GRIPS, PKG OF 6, ASST COLORS, SOFT FOAM SANFORD 83019 POINTE 20051 OR EQUAL | | | |
| ITEM 089 | 100 BOX | 1510595 - PIPE CLEANERS, WHITE, 100 PER BOX/BAG STANDARD 7112-WH SCHOOL SMART 085861 OR EQUAL | | | |
| ITEM 090 | 48 EACH | 1510600 - POINTERS, BLACKBOARD, RUBBER TIPPED, 36" FALCON 15 AAKRON AA15 STANDARD D105 OR EQUAL | | | |
| ITEM 091 | 192 PKG | 1510601 - POST IT NOTES, 3" X 3", NEON COLORS, 12 PER PKG, 100 SHEETS PER PAD 3M 654 NEON ***NO SUBS*** 3M 654 NEON-BONUS PACK OF 14 ***NO SUBS*** NO SUBSTITUTIONS | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|------------|---|-------|------------|----------------|
| ITEM 092 | 576 PKG | 1510602 - POST IT NOTES, 3" X 3", YELLOW, 12 PER PKG SCOTCH, 3M #654 ***NO SUB*** NO SUBSTITUTIONS | | | |
| ITEM 093 | 576 PKG | 1510603 - POST IT NOTES, 1.5" X 2", YELLOW, 12 PER PKG SCOTCH, 3M #653 ***NO SUB*** NO SUBSTITUTIONS | | | |
| ITEM 094 | 360 EACH | 1510606 - POST IT NOTES, LINED, 4" X 6" YELLOW 3M 660YW NO SUBSTITUTIONS | | | |
| ITEM 095 | 16560 EACH | 1510611 - MARKER, DRY ERASE, BLACK, CERTIFIED NON-TOXIC AND CHOKE PROOF CAP DENNISON - 24-408 ***NO SUB*** NO SUBSTITUTIONS | | | |
| ITEM 096 | 13000 EACH | 1510612 - MARKER, DRY ERASE, BLUE, CERTIFIED NON-TOXIC AND CHOKE PROOF CAP DENNISON 24-406 *** NO SUB *** NO SUBSTITUTIONS | | | |
| ITEM 097 | 5000 EACH | 1510613 - MARKER, DRY ERASE, RED, CERTIFIED NON-TOXIC AND CHOKE PROOF CAP DENNISON 24-407 *** NO SUB *** NO SUBSTITUTIONS | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
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| ITEM 098 | 6000 EACH | 1510614 - MARKER, DRY ERASE, GREEN, CERTIFIED NON-TOXIC AND CHOKE PROOF CAP DENNISON 24-405 *** NO SUB *** NO SUBSTITUTIONS | | | |
| ITEM 099 | 712 DOZ | 1510615 - MARKER, DRY ERASE, BLACK, 12 PER BOX, FINE POINT, CERTIFIED NON-TOXIC EXPO/SANFORD 84001 NO SUBSTITUTIONS | | | |
| ITEM 100 | 1920 EACH | 1510618 - PROTRACTORS, PLASTIC, 4" BASE, 3 IN 1 COMBINATION GENERAL 16201-W STATUS PLUS 26-004 IMPERIAL 166804 OR EQUAL | | | |
| ITEM 101 | 100 BOX | 1510650 - REINFORCEMENTS, GUMMED, 1/4" HOLE, 12 PER CTN AVERY A5ETD909 SURE STICK PS-200 BRACHTEL WPW200 SELF ADHESIVE OR EQUAL | | | |
| ITEM 102 | 400 BOX | 1510654 - RUBBER BANDS, 1/4 LB BOX, SIZE 16 CARDINAL C16RB-14 OFFICEMATE RB-R-16 SCHMERHORN GENERAL OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
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| ITEM 103 | 300 BOX | 1510656 - RUBBER BANDS, 1/4 LB BOX, SIZE 18 CARDINAL C18RB-14 OFFICE MATE RB-R-18 ASSOCIATED A6-90103 SCHMERHHORN GENERAL OR EQUAL | | | |
| ITEM 104 | 100 BOX | 1610658 - RUBBER BANDS, 1/4 LB BOX, SIZE 64 CARDINAL C64RB-14 OFFICE MATE RB-R-64 ASSOCIATED A6-90113 GENERAL OR EQUAL | | | |
| ITEM 105 | 1500 EACH | 1510665 - RULER, PLASTIC, ONE SIDE INCHES DOWN TO 16THS, OTHER SIZE METRIC (CM/MMM) GENERAL 16220 FISKARS 8772 NINBRO 033843 ODRTP-003608-OP-087-05 OR EQUAL | | | |
| ITEM 106 | 200 PKG | 1510686 - SENTENCE PHRASE STRIPS, 100 PER PKG PACON 5157 PACON 1792 IMPERIAL 5850MA APC 9760 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
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| ITEM 107 | 2500 EACH | 1510690 - SCISSORS, 8" LENGTH, AMBIDEXTROUS LEONARD 75812 STANDARDS 2100 FALCON FBTBSV-8 OR EQUAL | | | |
| ITEM 108 | 500 EACH | 1510708 - STAPLE REMOVER BOSTITCH G-600 LEONARD 050/92420 GENERAL 32002 STATUS PLUS 66-008 OR EQUAL | | | |
| ITEM 109 | 188 EACH | 1510716 - STAPLER, DESK TYPE, BLACK OR GRAY BOSTITCH #440 ***NO SUBSTITUTE*** NO SUBSTITUTES | | | |
| ITEM 110 | 40 BOX | 1510734 - STARS, SIZE 2, GREEN, GUMMED, 250 PER PKG DENNISON 54-062 DENNEY REYBURN, 54-061 EUREKA OR EQUAL | | | |
| ITEM 111 | 40 BOX | 1510736 - STARS, 12" RED, GUMMED, 250 PER BOX DENNISON #54-042 DENNEY REYBURN, 54-042 EUREKA OR EQUAL | | | |

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| ITEM 112 | 200 PKG | 1510752 - STARS, 1/2" ASSORTED COLORS, 440 STARS PER PACK AVERY 6007 EUREKA 824020-AI OR EQUAL | | | |
| ITEM 113 | 1200 EACH | 1510757 - STORAGE BOX, SMALL WITH ATTACHED LIDS, 15" X 12" X 10", MUST BE PACKED 12 PER BOX FELLOWES 00703 W/ATTACHED LID NO SUBSTITUTES | | | |
| ITEM 114 | 800 EACH | 1510760 - TABLET, CHART, RULED, 24" X 32", 2 HOLE PUNCH, 1" RULED, SPIRAL BOUND PACON 9707 / 74610 RIVERSIDE APC APS2410 OR EQUAL | | | |
| ITEM 115 | 48 PKG | 1510762 - TABLET, JUNIOR LEGAL, CANARY, 12 PER PKG, PERFORATED RIVERSIDE 03325 IMPERIAL 5970CY58 TOPS 7501 OR EQUAL | | | |
| ITEM 116 | 100 PKG | 1510763 - TABLET, LEGAL, CANARY, LETTER SIZE, PERF., 12 PER PKG. MEAD 59610 IMPERIAL 5970 CY58 QUILL 253-7-740022 TOPS 7532 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|----------|------------|---|-------|------------|----------------|
| ITEM 117 | 100 CARTON | 1510765 - PAD, EASEL PAD, SELF STICK, 25" X 30.5", CARTON OF 2 PADS 3M 559 NO SUBSTITUTIONS | | | |
| ITEM 118 | 432 EACH | TAPE WITH DISPENSER, CLEAR 2" PACKING, 2" X 22 1.5 YARD 3M 142-B OR EQUAL | | | |
| ITEM 119 | 200 ROLL | 1510774 - TAPE, DOUBLE COATED, 1/2" X 900" 3M 142-B OR EQUAL | | | |
| ITEM 120 | 50 ROLL | 1510776 - TAPE, DRAFTING, 1/2" X 60 YARDS 3M 142-B OR EQUAL | | | |
| ITEM 121 | 6984 ROLL | 1510778 - TAPE, SCOTCH TAPE, 3/4" X 36 YARDS, 1" CORE SCOTCH 3-M 810-3/4-36 *NO SUB* NO SUBSTITUTIONS | | | |
| ITEM 122 | 500 ROLL | 1510784 - TAPE, MASKING, 3/4" X 60 YARDS, 3" CORE 3M HIGHLAND AMERICAN PG 500 ANCHOR 519 SHURTAPE CP-101 OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
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| ITEM 123 | 700 ROLL | 1510786 - TAPE, MASKING, 2" X 60 YARDS, CONTRACTOR GRADE SHURTAPE CP66 3M 2600 OR EQUAL | | | |
| ITEM 124 | 150 EACH | 1510836 - YARDSTICK, METAL EYELET ENDS WESCOTT #R610B AAKRON 420B FALCON 72 OR EQUAL | | | |
| ITEM 125 | 250 BOX | 1630602 - LABEL, ADDRESS, LASER, 1" X 2 5/8", BOX OF 3000, PERMANENT, WHITE, 30 LABELS PER SHEET AVERY 5160 NO SUBSTITUTIONS | | | |
| ITEM 126 | 250 PKG | 1630604 - LABEL, ADDRESS, LASER, 1" X 2 5/8", PKG OF 750, PERMANENT AVERY 5260 NO SUBSTITUTIONS | | | |
| ITEM 127 | 75 BOTTLE | 6510365 - INK, STAMP PAD, BLACK, 2 OUNCE WITH BRUSH CAP, SUPPLY MATERIAL SAFETY DATA SHEET CARTER 04-118 DENNISON #21-448 CLASSIC AZOR 587BK OR EQUAL | | | |

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| ITEM | QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
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| ITEM 128 | 50 BOTTLE | 6510367 - INK, STAMP PAD, RED, 2 OUNCE WITH BRUSH CAP, SUPPLY MATERIAL SAFETY DATA SHEET DENNISON #21-447 CLASSIC 587-RP AZOR 587RD OR EQUAL | | | |
| LINE 129 | 360 BOTTLE | 6510402 - CORRECTION FLUID, MULTIPURPOSE, QUICK DRY, 20 - 22 ML SPILL RESISTANT BOTTLE PAP56401 BIC WOFQDP NO SUBSTITUTIONS | | | |
| LINE 130 | 360 BOTTLE | 6510404 - CORRECTION FLUID, FOR TYPING, WHITE, SPILL RESISTANT BOTTLE; 20 - 22 ML LIQUID PAPER 564 PAPERMATE 285-11 EVANS 45003 SANFORD OD 909-119 OD 87268 (340-840) BIC 50337 OR EQUAL | | | |
| LINE 131 | 240 DOZEN | 6510480 - PEN, MARKING, BLACK, JUMBO, PERMANENT, CHISEL POINT, SUPPLY MATERIAL SAFETY DATA SHEET CARTER 27-178 ****NO SUB*** NO SUBSTITUTIONS | | | |

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| QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
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| LINE 132 | 88 DOZEN 6510482 - PEN, MARKING, BLUE, JUMBO, PERMANENT, CHISEL POINT, SUPPLY MATERIAL SAFETY DATA SHEET CARTER 27-176 ***NO SUB*** NO SUBSTITUTIONS | | | |
| LINE 133 | 48 DOZEN 6510484 - PEN, MARKING, RED, JUMBO, PERMANENT, CHISEL POINT, SUPPLY MATERIAL SAFETY DATA SHEET CARTER 27-177 ***NO SUB*** NO SUBSTITUTIONS | | | |
| LINE 134 | 672 SET 6510486 - MARKER, PERMANENT, FINE POINT, 4 COLORS: RED, BLACK, GREEN, BLUE, PEN STYLE, QUICK DRY, VINYL POUCH, AP CERTIFIED NON TOXIC SANFORD SHARPIE 30074 OR EQUAL | | | |
| LINE 135 | 100 EACH 6510700 - STAMP PAD, BLACK, 3" X 4.5", SIZE 1, FELT ONLY, MUST PROVIDE MATERIAL SAFETY DATA SHEET DENNISON 21-081 CARTER 21081 LEONARD 92420 OR EQUAL | | | |

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| QTY/UNITS | DESCRIPTION | BRAND | UNIT PRICE | EXTENDED PRICE |
|-----------|--|-------|------------|----------------|
| LINE 136 | 6510702 - STAMP PAD, RED, 3" X 4.5", SIZE 1, FELT ONLY, MUST PROVIDE MATERIAL SAFETY DATA SHEET CARTER 21-371 CARTER 21071 LEONARD 92430 OR EQUAL | | | |
| LINE 137 | 6511029 - HIGHLIGHTER, YELLOW, CHISEL TIP, QUICK DRYING, ODORLESS, VENDOR MUST PROVIDE MATERIAL SAFETY DATA SHEET CARTER DENNISON FABER N264326 OR EQUAL | | | |
| LINE 138 | 6511031 - HIGHLIGHTER, 4 COLOR SET, FLUORESCENT, CHISEL TIP, ODORLESS, YELLOW, PINK, ORANGE, GREEN, MUST PROVIDE MATERIAL SAFETY DATA SHEET AVERY 24063 OR EQUAL | | | |

CLOVIS UNIFIED SCHOOL DISTRICT

PURCHASE ORDER CONTRACT

This Agreement is made this _____ day of _____, 20__ by and between **Clovis Unified School District**, "District" and _____, "Seller" with respect to the following recitals:

1. District is a public school district organized and existing under the laws of the State of California.
2. Seller has received notice of an award pursuant to Bid _____ for the delivery of certain equipment, services, or other articles "Service".

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Description of Service. Seller agrees to deliver to school District's receiving station indicated on Purchase Order No. _____, the following service:

Bid 2439 - Office Supplies for Central Warehouse

2. Time of Commencement and Completion. The Service shall be delivered in full to the District within Sixty (**60**) Calendar days "Completion Date". Time is of the essence in this Contract.

3. Contracts. District agrees to pay Seller the sum of _____ (\$____), following timely receipt of the Equipment/Supplies and submission of an invoice to District.

4. Liquidated Damages. Seller agrees to deliver the Service to District pursuant to the terms of this Contract by the Completion Date unless Seller receives a written extension of time for delivery from District. Seller's failure to deliver the Equipment on time shall subject Seller to liquidated damages. The actual occurrences of damages and the actual amount of damages which District will suffer if the Equipment is not delivered by the Completion Date is dependent upon many circumstances and conditions and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages occasioned by delay. Damages which District would suffer in the event of delay include loss of use of the Equipment, disruption of school activities, cost of administration and the loss suffered by the public by reason of delay. Accordingly, the parties agree that the amount herein set forth as liquidated damages shall be presumed to be the amount of damages actually sustained by Seller's failure to deliver the Equipment by the Completion Date.

The amount of liquidated damages to be paid by Seller to District for failure to deliver the Equipment on or before the Completion date will be Two Hundred Dollars and 00/100 (\$200.00) for each calendar day by which delivery is delayed beyond the Completion Date, such amount being the actual cash value agreed upon as the loss to the District resulting from the Seller's default.

If Seller becomes liable for liquidated damages, District, in addition to all other remedies provided by law, shall have the right to deduct the amount owed as liquidated damages from the contract sum due Seller. In all events, Seller and its sureties, if any, shall remain liable to the District until all such liabilities are satisfied in full.

5. Conformance to Contract Documents. Seller agrees that the Equipment to be furnished pursuant to this Contract shall conform to all of the requirements set forth in the bid documents, specifications and any other writings which formed a part of the materials upon which the Seller was awarded this Contract.

6. Indemnity. Seller shall indemnify, hold harmless and defend District, and its Board of Trustees, officers, agents and employees from and against all claims, damages, losses and expenses, including costs and attorney's fees, arising out of or resulting from Seller's work under this Contract or for any infringement of the patent rights, copyright or trademark of any person or persons in consequence of the use by the District of Equipment supplied pursuant to this Contract.

7. Transportation Charges. Seller agrees to deliver all Equipment prepaid unless otherwise specified. All costs for delivery and packaging of Equipment are the responsibility of Seller unless otherwise stated.

8. Inspection. All Equipment furnished must be in conformity with the specifications and Contract documents and will be subject to inspection and approval by the District after delivery. District reserves the right to reject and return at the risk and expense of the Seller any portion of the Equipment which may be defective or which fails to comply with the specifications in Contract documents.

9. Assignment of Contract. Seller agrees not to assign, transfer or convey any rights accruing under this Contract without the prior written consent of District.

10. Safety Regulations. All equipment and supplies furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Industrial Safety of the State of California, and Health & Safety code of the State of California.

11. Miscellaneous Provisions.

11.1 Governing Law and Venue. This Contract shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be in the proper state or federal court located in Fresno County, California.

11.2 Notices. Communications hereunder shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business.

11.3 Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the District and Seller and their respective successors and assigns.

11.4 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or under unenforceable any other provision hereof.

11.5 Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties.

11.6 Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, representations or warranties, express or implied, not specified in this Agreement. Seller, by the execution of this Agreement, acknowledges that Seller has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF the parties have executed this Agreement on the date first hereinabove written.

CLOVIS UNIFIED SCHOOL DISTRICT

BY _____
Director of Purchasing

BY _____
Vendor

Title _____

CLOVIS UNIFIED SCHOOL DISTRICT

BID NO. 2439

Office Supplies for Central Warehouse

ADDENDA

The undersigned acknowledges receipt of the following Addenda and the cost, if any, of such revisions has been included in the Lump Sum Grand Total of your bid.

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Name of Bidder _____