

COLUMBUS CONSOLIDATED GOVERNMENT

CONTRACT ROUTING MEMORANDUM

DATE: November 22, 2017

SUBJECT: Office Supplies (Annual Contract) – RFB No. 18-0009
HB

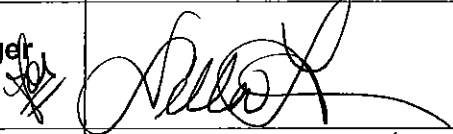
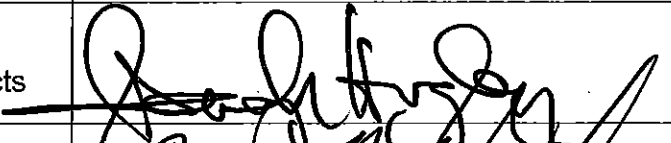
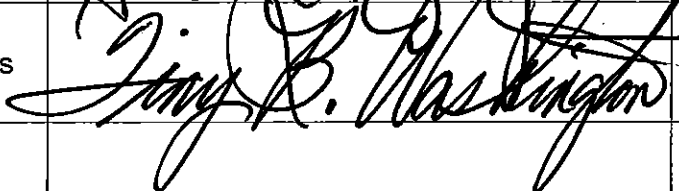
FROM: Heather Scheuttig, Purchasing Division

Please route for appropriate signatures the four (4) copies of the attached contract with Malone Office Environments. The firm will provide general office supplies on an "as needed" basis.

The initial term of this contract shall be for two years with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

Funds are budgeted each fiscal year for this ongoing expense: Various Departments – Office Supplies and Operating Materials; 6711 & 6728.

Council authorized this contract per Resolution No. 386-17; dated November 14, 2017 (copy is attached).

Signatories	Signatures Required (No initials please)	Date
Purchasing Division Manager: Signature of Approval		11.22.17
City Attorney: Signature required on Contracts	Form Approved: Cef, City Attorney	11/22/17
City Manager: Signature required on Contracts		11/26/17
Clerk of Council: Signature Required on Contracts & Attest/Seal		11/27/17
Buyer: Process / Distribute		

After all signatures have been applied, please contact Purchasing Division (ext - 3071) for distribution.

C.M. 11-1417(6)(A)

386-17

"ITEM A"

A RESOLUTION
NO. 386-17

A RESOLUTION AUTHORIZING THE PURCHASE OF HIGH-USAGE OFFICE SUPPLIES, AS WELL AS, NON-EXCLUDED CATALOG ITEMS, FROM MALONE OFFICE ENVIRONMENTS (COLUMBUS, GA) FOR THE ESTIMATED ANNUAL CONTRACT AMOUNT OF \$78,885.47, TO BE PURCHASED ON AN "AS NEEDED BASIS".

WHEREAS, the high-usage office supplies include: General Office Supplies, Paper and Pads, Filing Supplies, Pens and Desk Supplies, etc., and;

WHEREAS, Malone Office Environments will provide a 5% - 20% discount for catalog items not excluded from the contract. The contract excludes the following: All Furniture (desks, chairs, bookcases, credenzas, workstations, etc.); All Copiers/ Printers, and Computer Equipment (hardware and software), and;

WHEREAS, the office supplies will be utilized in all areas of the City Government, and;

WHEREAS, the contract shall be for two years, with the option to renew for three additional twelve-month periods. Contract renewals will be contingent upon the mutual agreement of the City and the Contractor,

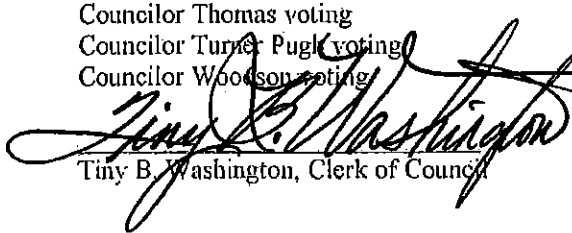
NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase high-usage office supplies, as well as, non-excluded catalog items, from Malone Office Environments (Columbus, GA) for the estimated annual contract amount of \$78,885.47, to be purchased on an "as needed basis". Funds are budgeted each fiscal year for this ongoing expense: Various Departments - Office Supplies and Operating Materials; 6711 & 6728,

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 14th day of November, 2017 and adopted at said meeting by the affirmative vote of eight members of said Council,

Councilor Allen voting
Councilor Baker voting
Councilor Barnes voting
Councilor Davis voting
Councilor Garrett voting
Councilor Henderson voting
Councilor Huff voting
Councilor Thomas voting
Councilor Turner Pugh voting
Councilor Woodson voting

YES
YES
YES
YES
ABSENT FOR VOTE
YES
YES
YES
YES
YES
ABSENT


Tiny B. Washington, Clerk of Council


Teresa Pike Tomlinson, Mayor

CONTRACT

THIS CONTRACT, executed this 27th day of November 2017, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **Malone Office Environments**, hereinafter called the "Contractor"

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached proposal and specifications, the parties hereby agree as follows:

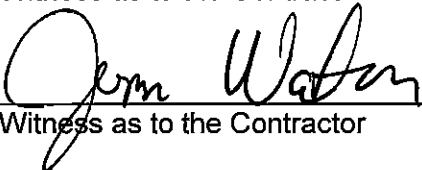
1. That the Contractor met all proposal requirements and was evaluated responsive for providing **Office Supplies (Annual Contract)**, per **RFB No. 18-0009**, and was awarded the Contract by Columbus City Council on Tuesday, November 14, 2017, Resolution No. 386-17, for the initial term of two years, beginning January 1, 2018 through December 31, 2020, with the option to renew for three (3) additional twelve-month periods, for furnishing the same in accordance with the specifications prepared by the City and the submittal of the Contractor.
2. The Contractor will, at its own cost and expense, furnish all labor, materials, and equipment required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the City's Business Requirements, the City's Request for Bids, dated September 13, 2017 (and all addenda thereto), and the Contractor's submittal dated October 25, 2017, which are attached hereto as exhibits "A", "B", and "C" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.
3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

CONTRACT SIGNATURE PAGE
OFFICE SUPPLIES
(Annual Contract)
RFB No. 18-0009

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Consolidated Government of Columbus, Georgia:

ATTEST:


 Donna Sims
 Witness as to the Contractor


 Jim Watson
 Witness as to the Contractor

 10/24/17
 Signature of Authorized Representative Date

Juanita Strickland, CFO
 Print Name and Title of Signatory

Company: Malone Office Environments

Address: 1345 13th Avenue

Columbus, GA 31901

Telephone: 706-322-2513

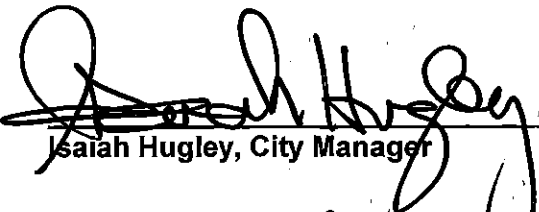
Fax: 706-324-2379

Email: jstrickland@maloneoffice.com

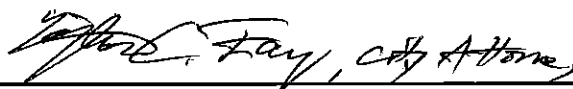
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CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

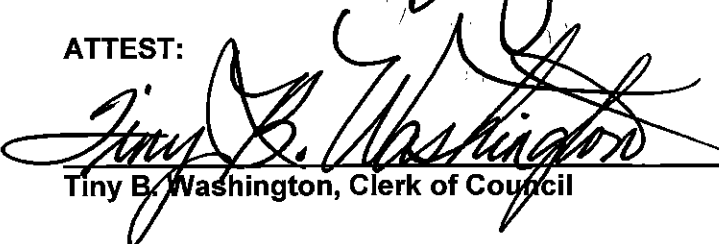
Accepted this 27th day of November 2017


 Isaiah Hugley, City Manager

APPROVED AS TO LEGAL FORM:


 Clifton C. Fay, City Attorney

ATTEST:


 Tiny B. Washington, Clerk of Council

EXECUTION AUTHORIZED

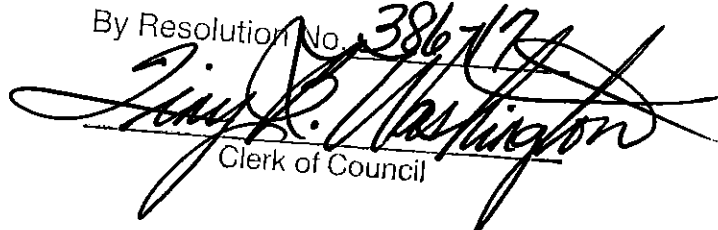
By Resolution No. 38617

 Clerk of Council

EXHIBIT A

*Columbus Consolidated Government
Office Supplies
(Annual Contract)
Business Requirements*

RFB No. 18-0009

BUSINESS REQUIREMENTS

**** Section Redacted ****

These documents have been filed in the Purchasing Division

5th Floor – Finance Department
100 10th Street
Columbus, Georgia 31901

Please contact Purchasing to view these documents at ext: 3071

EXHIBIT B

*Columbus Consolidated Government
Office Supplies
(Annual Contract)
Request for Bids*

RFB No. 18-0009

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, FAX 706-225-3033

Date: September 13, 2017

REQUEST FOR BIDS: RFB NO: 18-0009	Qualified vendors are invited to submit sealed bids, subject to conditions and instructions as specified, for the furnishing of: OFFICE SUPPLIES (ANNUAL CONTRACT)
GENERAL SCOPE	Provide office supplies on an "as needed" basis to various departments of the Columbus Consolidated Government.
DUE DATE	October 13, 2017 – 2:30 PM (EST) Bids must be received and date/time stamped on or before the due date by the Finance Department/Purchasing Division, 5 th Floor – Government Center, 100 10 th St, Columbus, GA. Bids will be opened during the 3:00 PM hour in the Conference Room of the Purchasing Division. Bidders are not required, but are invited to attend the bid opening.
ADDENDA	<u>IMPORTANT INFORMATION</u> Any and all addenda will be posted on the Purchasing Division's web page, at http://www.columbusga.org/finance/Excel_Docs/Bid_Opportunities.htm . It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.
NO BID RESPONSE	Refer to the form on page 3 if you are not interested in this invitation.

Andrea J. McCorvey
Purchasing Manager

IMPORTANT INFORMATION

e-Notification

Effective December 31, 2014, Columbus Consolidated Government (the City) discontinued mailing postcard notifications to its registered vendors. The City is using the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via

<http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO BID"

Complete and return this form immediately if you do not intend to Bid:

Email: hscheuttig@columbusga.org
Fax: (706) 225-3033, Attn: **Heather Scheuttig, Buyer**
Mail: Columbus Consolidated Government
Purchasing Division
P. O. Box 1340
Columbus, GA 31902-1340

We, the undersigned decline to bid on your **RFB No. 18-0009** for **Office Supplies** for the following reason(s):

- ☐ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below)
- ☐ There is insufficient time to respond to the Invitation for Bids.
- ☐ We do not offer this product or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Remarks: _____

COMPANY NAME: _____

AGENT: _____

DATE: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

GENERAL PROVISIONS

THESE GENERAL PROVISIONS SHALL BE DEEMED AS PART OF THE BID SPECIFICATIONS. The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations for bids and award of all contracts and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

1. TERM "CITY." The term "City" as used throughout these documents will mean Consolidated Government of Columbus, GA.

2. PREPARATION OF FORM. Bid proposals shall be submitted on the forms provided by the City. All figures must be written in ink or typewritten. Figures written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted adjacent thereto, initialed in ink by the person signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Failure to properly sign forms, in ink, will render bid incomplete.

3. EXECUTION OF THE BID PROPOSAL. Execution of the bid proposal will indicate the bidder is familiar and in compliance with all local laws, regulations, ordinances, site inspections, licenses, dray tags, etc.

4. BID SUBMISSION. Fax bid submissions will not be accepted as a response to the Invitation for Bids. Bids must be submitted in a sealed envelope or package. The exterior of the envelope or package must reference the bidder's name and address, the bid number, bid title, and must indicate the contents represent a "bid" or "no bid" submission. Failure to properly identify the bid submission may result in rejection of the bid.

5. BID DUE DATE. The bid submission must arrive in the Purchasing Division on or before the stated due date and time. Upon receipt, bids will be time and date stamped. Bids will remain sealed and secured until the stated due date and time for the bid opening.

6. BID OPENING. The Purchasing Division Manager or Purchasing staff appointee will open bids. The bid amount and other pertinent information as determined by the Purchasing Division Manager will be read and recorded. The bids as recorded at the bid opening represent draft tabulation and may include incorrect price extensions or transcription errors, and are subject to change if conflicting information is discovered during analysis of the bid responses. A bid tabulation will be made available to bidders after extensions have been checked and all other specification compliance has been determined. **In the essence of time, bidders may not be allowed to review bids at the bid opening. However, bidders will be allowed to make appointments to review the bids at a later date.**

7. LATE BIDS. It is the responsibility of the bidder to ensure bids are submitted by the specified due date and time. Bids received after the stated date and time will be returned, unopened, to the bidder. The official clock to determine the date and time will be the time/date stamp located in the Finance Department. All bids received will be time and date stamped by the official clock. The City will not be held responsible for the late delivery of bids due to the U.S. Mail Service, or any other courier service.

8. RECEIPT OF ONE SEALED BID. In the event only one sealed bid is received, no formal bid opening shall take place. First, the Purchasing Division shall conduct a survey of vendors to inquire of "no bid" responses and non-responsive vendors. If, from the survey, it is determined by the Purchasing Division that specifications need revision, the one bid received will be returned, unopened, to the responding vendor, with a letter of explanation and a new bid solicitation prepared. If it is determined that other vendors need to be contacted, the bid due date will be extended, and the one bid received will remain sealed until the new bid opening date. The vendor submitting the single bid will receive a letter of explanation. **If it is determined the one bid received is from the only responsive, responsible bidder, then the bid shall be opened by the Purchasing Division Manager or designee, in the presence of at least one other witness. The single bid will be evaluated by the using agency for award recommendation.**

9. RECEIPT OF TIE BIDS. In the event multiple responsive, responsible bidders are tied for the lowest price and all other terms and requirements are met by the all tied bidders, the award recommendation shall be as follows:

- a. Award to the local bidder, if one of the bidders has its principal place of business in Columbus, Georgia.
- b. If all or none of the bidders has its principal place of business in Columbus, Georgia, then award the bid to the bidder who has received the award previously.
- c. If neither bidder received the award previously, and neither of the tied bidders has its principal place of business in Columbus, Georgia, then the bid award shall be equally divided between the tied bidders.
- d. If it is not feasible to divide the award, and if all or none of the tied bidders has its principal place of business in Columbus, Georgia, and neither was awarded the bid previously, then all bids will be rejected and the bid will be re-advertised.

10. RECEIPT OF MULTIPLE BIDS. Unless otherwise stated in the bid specifications, the City will accept one and only one bid per vendor. Any unsolicited multiple bid(s) will not be considered. If prior to the bid opening, more than one bid is received from the same vendor, the following will occur: (1) the bidder will be contacted and required to submit written acknowledgment of the bid to be considered; (2) the additional bid(s) will be returned to the bidder unopened. If at the bid opening more than one bid is enclosed in a single bid package, the City will consider the vendor non-responsive and bids will be returned to the bidder.

11. CONDITION AND PACKAGING. Unless otherwise defined in the bid specifications, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

12. FREIGHT/SHIPPING/HANDLING CHARGES. All freight, shipping, and handling charges shall be included in the bid price. The City will pay no additional charges.

13. CORRECTION OR WITHDRAWAL OF BID/CANCELLATION OF AWARDS. Corrections or withdrawals of inadvertently erroneous bids before or after bid opening, or cancellation of awards of contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be modified or bid withdrawn by written notice received in the office of Purchasing prior to the time of the bid opening. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident, or if the bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit corrections or withdrawals of bids or to cancel awards or contracts based on bid mistakes will be supported by the written determination of the Purchasing Officer.

14. ADDENDA AND INTERPRETATIONS. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the bidders in written addendum form from the Purchasing Officer. Bidders will be required to acknowledge receipt of the addenda (if applicable) in their sealed bid proposal. The vendor may provide an initialed copy of each addendum or initial the appropriate area on the bid form (pricing page). Failure to acknowledge receipt of the addenda (when applicable) will render bid incomplete. It is the bidder's responsibility to ensure that they have received all addenda.

15. BID EVALUATION AND AWARD. During the evaluation of bids, the City reserves the right to request clarification of bid responses and to request the submission of references, if deemed necessary for a complete evaluation of bid responses. Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: prices, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payment, compatibility as required, other cost, and other objective and accountable factors, if any, (which are further described in the specifications). The City shall be the judge of the factors and will make the award in the best interest of the City.

16. TIME FOR CONSIDERATION. Bids must remain in effect for at least sixty (60) days after date of receipt to allow for evaluation.

17. BID SECURITY AND PERFORMANCE BOND. Bid security (Bid Bond) shall be required for all competitive sealed bids for construction contracts when the price is estimated by the Purchasing Officer to exceed \$10,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or in the form of a certified check. Such bonds may also be required on construction contracts under \$10,000 or other procurement contracts when circumstances warrant. Bid security shall be in an amount equal to at least five percent (5%) of the bid amount. The City will accept a copy of a bid bond at the bid opening. However, if a copy of a bid bond is submitted, the bidder must submit to the Purchasing Division the identical original document within five (5) days after the bid opening. **If the original document is not received within the five (5) days, the bid will not be considered.** When a construction contract is awarded in excess of \$25,000, the successful bidder will be required to furnish a **Performance Bond** executed by a surety company authorized to do business in the State. The performance bond shall be equal to one hundred percent (100%) of the price specified in the bid.

18. SUBCONTRACTING. Should bidder intend to subcontract all or any part of the work specified, name(s) and address(es) of sub-contractor(s) must be provided in bid proposal (use additional sheet if necessary). The bidder shall be responsible for subcontractor(s) full compliance with the requirements of the bid specifications. **THE**

COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.

19. DISQUALIFICATION OF BIDDERS AND REJECTION OF BIDS. Bidders may be disqualified and rejection of bid proposals may be recommended by the City for any (but not limited) to the following reasons:

- (A) Receipt after the time limit for receiving bid proposals as stated in the bid invitation.
- (B) Any irregularities contrary to the General Provisions or bid specifications.
- (C) Unbalanced unit price or extensions.
- (D) Unbalanced value of items.
- (E) Failure to use the proper forms furnished by the Consolidated Government.
- (F) Failure to complete the proposal properly
- (G) Omission of warranty, product literature, samples, acknowledgment of addenda or other items required to be included with bid proposal.
- (H) Failure to properly sign forms in ink.

The City reserves the right to waive any minor informality or irregularity. The City reserves the right to reject any and all bids.

20. BRAND NAMES "OR EQUAL". Whenever in this invitation any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process and/or equipment desired by the City. It is not meant to eliminate bidders or restrict competition in any bid process. Any manufacturers' names, drawings, trade names, brand names, specifications and/or catalog numbers used herein are for the purpose of description and establishing general quality levels. Bidders may propose equivalent equipment, services or manufacturer. Any proposal that is equivalent to or surpasses stated specifications will be considered. Determination of equivalency shall rest solely with the City. **Please Note: Due to existing equipment, specific manufacturers may be required to facilitate compatibility.**

21. ASSIGNMENT OF CONTRACTUAL RIGHTS. It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

22. DISCOUNTS. Terms of payments offered will be reflected in the space provided on the bid proposal form. Cash discounts will be considered net in the bid evaluation process. All terms of payment (cash discounts) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of the invoice, whichever is later.

23. TAXES. The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

24. FEDERAL, STATE AND LOCAL LAWS. All bidders will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Columbus, Georgia.

25. BID INCLUSIONS. When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Do not include general descriptive catalogs. References to literature or other required inclusions submitted previously do not satisfy this provision. Bids found to be in non-compliance with these requirements will be subject to rejection.

26. NON-COLLUSION. By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for one full year and any current orders will be canceled.

27. INDEMNITY. The successful bidder agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out of or under this contract.

28. DISADVANTAGED BUSINESS ENTERPRISE. Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority

business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

29. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE. The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful bidder will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

30. AWARDS TO LOCAL BUSINESSES. Except for construction contracts, awards will be made to responsive and responsible local businesses proposing a cost not more than two percent (2%) above the low bid or quote for contracts involving an expenditure of \$25,000.00 or less and made to responsive and responsible local businesses proposing a cost not more than one percent (1%) above the low bid or quote for contracts involving an expenditure greater than \$25,000.00. (Ordinance No. 95-5). ****STATE OR FEDERALLY FUNDED PROJECTS EXCLUDED****

31. RIGHT TO PROTEST. A protest with respect to an Invitation for bids or Request for Proposals shall be submitted in writing no less than five (5) days prior to the opening of bids or the closing date of proposals to the Purchasing Officer. If the matter is not resolved, then an appeal may be filed with the City Manager or City Council.

32. FAILURE TO QUOTE. Vendors choosing not to submit a bid are requested to return a **Statement of "No Bid"**.

33. PRODUCT/EQUIPMENT DEMONSTRATION - SITE VISIT. During the evaluation of bids, the City reserves the right to request a demonstration or site visit of the product, equipment or service offered by a bidder. The demonstration or site visit shall be at the expense of the bidder. Bidders who fail to provide demonstration or site visit, as requested, will be considered non-responsive.

34. CANCELLATION PROVISIONS. When such action is in the best financial interest of the City, contracts for supplies to be purchased or services to be rendered under an annual (term) contract basis may be canceled and re-advertised at the discretion of the Purchasing Officer and in accordance with contract terms.

After the receipt of a product or piece of equipment, it is found that said item does not perform as specified and required, payment for said product or equipment will be withheld. The successful vendor will be notified of the non-performance in writing. After notification, the successful vendor will have ten (10) calendar days, from the date of notification, to deliver product or equipment that performs satisfactorily. If a satisfactory product is not delivered within 10 calendar days, from the notification date, the City will cancel the contract (purchase order) and award to the next low, responsive, responsible bidder. The vendor will be responsible for the pick-up or shipment of the unsatisfactory equipment or product.

35. QUESTIONS. Questions concerning specifications must be submitted, in writing, at least 5 (five) working days (Monday-Friday) prior to receipt date. Questions received less than five working days prior to receipt date will not be considered.

36. SAMPLES. When samples are required to be included with the proposal response, the bidder will be responsible for the following:

- 1) **Unless otherwise specified**, bidders are required to submit exact samples of item(s) bid. Do not submit sample of "like" item(s).
- 2) Affix an identification label to each individual sample to include bidder's name, bid name and number.
- 3) Make arrangements for the return of sample after the bid award. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of sample, within 60 days after award, the sample will be discarded.

37. GOVERNING LAW: The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

38. PAYMENT DEDUCTIONS. The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

39. PAYMENT TERMS. The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business that is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has a substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, by Ordinance 92-61, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

**DO YOU HAVE QUESTIONS, CONCERNS OR NEED
CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY
ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED
TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS
SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT
ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR
CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A
VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH
QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE
QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE
THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT
CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES,
EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH
QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION.
QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED
TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT
A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING
DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL
SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO
THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE
ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE
ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS,
CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN
SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION
OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM
FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED
"QUESTION/CLARIFICATION FAX FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING
AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING
DIVISION.

QUESTION/CLARIFICATION FORM

DATE: _____

TO: Heather Scheuttig, Buyer
Email : hscheuttig@columbusga.org
Fax : (706) 225-3033

RE: Office Supplies (Annual Contract); RFB No. 18-0009

Questions/clarification requests must be submitted at least (5) business days before the due date:

[illegible]

From: JAMES.MCCARTHY@NSA.GOV

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip

Telephone Number

Fax Number

GENERAL SPECIFICATIONS
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

I. SCOPE OF WORK

- A. These specifications describe minimum requirements for basic/general high usage (core) office supplies to be purchased on an "as needed" basis by various departments of Columbus Consolidated Government (the City). The successful vendor shall provide, and deliver the office supplies presented herein.
- B. **The following items are NOT INCLUDED in this contract:**
- a. All furniture, i.e. desks, chairs, bookcases, credenzas, work stations
 - b. All copiers/Printers
 - c. Computer equipment, including: hardware and software
- C. **Please Note:** It is the intent to award this contract to one Contractor. However, the contractor must understand, and agree, that City Departments may purchase from other cooperative contracts, and other sources, should it be deemed in the best interest of said Department.
- D. Contractor will provide a percentage discount for all other **catalog items that are not included on the contract core list. Discounts shall be offered on entire product offering, including wholesale catalog.**
- E. To avoid conflict of interest a single bid shall be submitted per entity. An entity that is either affiliated, owned, has an interest, or can be influenced by another entity may not submit multiple bids. Any entity discovered to have submitted multiple bids will be deemed non-responsive and shall not receive further consideration in this RFB process.

The City reserves the right to waive any informality in any proposal, and to reject any or all bids. The City also reserves the right not to enter into any contract as a result of this invitation for bid.

II. BACKGROUND

Columbus Consolidated Government has approximately twenty-eight hundred (2,800) employees within various departments. Each department has a designated person responsible for placement of office supply orders in their area. The annual purchase volume for the City averages approximately \$395,000.00. Staples is the City's current contractor for office supplies. Orders are placed on-line via StaplesAdvantage and delivered to the designated offices. Vendors shall have the ability to accept orders in a similar manner.

III. TERM OF CONTRACT

- A. The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Division Director, normally sixty days before the expiration date of the

current contract. This notice shall not be deemed to commit the City to a contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and programs approval have been granted by the Council of the Consolidated Government of Columbus, GA. In the event the necessary funding is not approved, the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination for Convenience

For the protection of both parties, either party giving 30 days' prior notice in writing to the other party may cancel this contract.

IV. ESCALATION CLAUSE

Contract pricing shall remain fixed for the initial two (2) year(s) term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request for a review of the pricing. Such escalation shall not exceed a 5% increase. Price escalation requests must be submitted by January 30th so as to allow Departments to factor the increases into their budgets for the next fiscal year, which will begin July 1.

The Using agency(cies) and Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons. **If approved, the price increase shall not commence until the next fiscal year, which will begin July 1.**

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

V. BRAND NAMES

It is not the intent of Columbus Consolidated Government (City) to restrict competition in any purchasing process. Any manufacturers' names, drawings, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive; any equivalent products of any manufacturer may be offered. Any bid that is equivalent to or surpasses these specifications will be considered; determination of equivalency shall rest solely with the City.

VI. QUESTIONS/ADDENDA

Questions and requests for clarification must be submitted **within five (5) business days of the due date** (see pages 9 & 10). Changes to the specifications (if any) will be provided in the form of an addendum, which will be posted on the web page of the Finance Department/Purchasing Division of Columbus Consolidated Government at http://www.columbusga.org/finance/Excel_Docs/Bid_Opportunities.htm. **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**

VII. VENDOR REQUIREMENTS

The successful vendor will be required to adhere to the following:

1. The awarded contractor shall provide a contract administrator who will be the primary contact for the City for any ordering or contractual issues.
2. Vendor shall have the ability to receive On-line orders, daily and/or weekly, on an "as needed" basis from various departments.
3. Bidders shall submit with their bid proposal, detailed description of capabilities to provide on-line ordering via the Internet. The City requires the following capabilities for Internet ordering:
 - a. The City will require a secure office supply order system interface designed for multiple users.
 - b. The City prefers to implement an order supply system that does not require consolidation of all daily orders, but rather one that allows each department to submit orders directly to the vendor.
 - c. The contractor shall provide a technician or customer service representative who will set up the order system and trouble shoot any system issues as promptly as possible. In the event Contractor or City network goes down, the vendor shall outline an alternative plan to place orders.
 - d. If necessary, Contractor will be required to provide training to all end-users on placement of orders on-line.
 - e. The on-line system shall list the contract pricing for all high-usage items listed in this bid specification, as well as packaging specifications, when the order is placed. Additionally, the on-line system shall list the percentage discount or the discounted pricing for non-high-usage items when the order is placed.
 - f. The on-line ordering process shall have a mechanism for the user to enter their City Budget line-item for the purchase. This information must appear on the invoice that will be issued to the City.
 - g. Total price, including discounts, should be clearly visible before checkout. Invoices must clearly state pricing before and after discounts applied.
4. Bidder shall include an outline detailing the transition process for the City to change from current ordering system to the new system, if awarded vendor is not current contract holder.
5. Contractor shall have the ability to deliver all core contract supplies next business day, desk-top delivery, to all requesting departments.
6. Vendor must package each department order as an individual order.
7. Deliveries will be made to various locations of the Consolidated

Government (see attached **Appendix No. 1** for delivery locations).

8. A packing slip or invoice copy listing items ordered shall accompany each order to be signed by City employee receiving the order.
9. Vendor shall provide separate invoices for each department, by account number to the Accounting Division. A summary invoice for all departments, excluding the Law Library, shall be sent twice per month to the Accounting Division. The summary invoice shall include department name, location and charge account number used for each purchase.
10. The City will be billed monthly for all orders no later than the 5th day of the following month to:

**Columbus Consolidated Government
Accounting Division
P.O. Box 1340
Columbus, GA 31902-1340**

11. Vendor shall provide the Purchasing Division with a quarterly usage report of all departmental orders.
12. Bidders may offer rebate incentives based on actual sales volume. **The City will not accept any "pre-bate", or up front, incentives.**
13. Payment will be processed within thirty (30) days.
14. Vendor is required to periodically visit the Purchasing Division and Accounting Division to discuss any problems or concerns that may arise.
15. Vendor will be required to provide catalogs to all departments.
16. Returns should be easy and straight-forward. Vendors shall submit, with their bid proposal, a detailed description of the return procedures.
17. Vendors shall not stipulate any minimum order requirements.

VIII. PRICES

Prices shall be quoted on the "unit" designated on the bid form, and indicate quantity per unit, when applicable. **No other units will be accepted.** Prices shall include all charges for packaging and delivery.

Units of measurement indicated on the bid form are as follows:

<u>Unit</u>	<u>Abbreviation</u>
Box	BX
Ounce	Oz
Package	PK
Each	EA
Roll	RL
Dozen	DZ
Carton	CTN

IX. QUANTITIES

The quantity of items specified herein are based upon the best information obtainable and represent the **estimated** usage for a one-year period. **THE CITY MAY PURCHASE SOME, ANY, ALL OR NONE OF THE ITEMS CONTAINED ON THE BID FORM.**

X. EMERGENCY PURCHASES

The City reserves the right to make emergency purchases from other sources, should the Contractor be unable to furnish the required item/service within the required time frame.

XI. INDEMNIFICATION

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

XII. INSURANCE

The contractor shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form A)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will be included with the contract documents prior to signing.

XIII. BID SUBMISSION REQUIREMENTS:

Each bidder shall include the following information with bid submission. Bidder shall submit **THE ORIGINAL AND 1 IDENTICAL COP(IES)**. The City reserves the right to request any omitted information, **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE**. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed **"Incomplete"**:

A. Bid Form Pricing Page(s) (Form C)

C. Insurance (Refer to page 15, section XI, regarding **Form A**)

D. Internet Ordering Procedures: Provide detailed description of electronic ordering via Internet and entities for whom service is provided. Provide screen shot or link to ordering system.

E. Return Procedures: Provide a detailed description of bidder's return policy, to include a sample of the "Return Form"

F. Rebate Incentives (If Applicable): Vendor may propose a rebate incentive program based on actual sales volume. The City will not accept any "pre-bate", or up-front rebate, incentives.

G. Transition Outline: Vendor shall include detailed outline of procedures that will be implemented to transition the City from the current vendor ordering system to the new vendor ordering system. Outline shall include proposed timeline and any training requirements.

H. Sample Invoice

I. Contract Signature Page: Complete Form D

J. Addenda: Vendors must include acknowledgment of receipt of addenda (if any) in their sealed bid. Provide an initialed copy of each addendum or initial the appropriate area on bid form (pricing page). Addenda will be posted at http://www.columbusga.org/finance/Excel_Docs/Bid_Opportunities.htm. **Vendors are responsible for periodically visiting the web page, to check for addenda, prior to the bid due date and before submitting a bid.**

THE FOLLOWING ITEMS WILL BE REQUIRED OF THE AWARDED VENDOR(S) PRIOR TO CONTRACT SIGNING OR ISSUANCE OF PURCHASE ORDER. AFTER NOTIFICATION, THE AWARDED VENDOR(S) WILL HAVE FIVE (5) BUSINESS DAYS TO PROVIDE THE INFORMATION BELOW, OR THE NEXT RESPONSIVE, RESPONSIBLE BIDDER WILL BE RECOMMENDED FOR AWARD.

- 1) **Business License:** Vendors located in Muscogee County shall submit a current copy of their City of Columbus Business License (Occupation License). If the business is not located in Muscogee County and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the vendor will not be required to pay occupation taxes in Columbus, Georgia.

If the business location is not in Georgia, vendor must provide a current copy of their active Articles of Incorporation from the State and/or a current business license from the City/State in which business is located.

If you have questions regarding this requirement, please contact Yvonne Ivey, Occupation Tax Supervisor: 706-225-3091.

- 2) **W-9 Request for Taxpayer Identification Number and Certification (Form B)**

Bids must be delivered sealed in an envelope or package. The envelope or package should reference the bidder's name, full address and the bid number and/or bid name. Mail or hand-deliver bid to:

Columbus Consolidated Government
Purchasing Division
RE: RFB No. 18-0009– Office Supplies (Annual Contract)

(Mail) P. O. Box 1340
Columbus, GA 31902-1340

(Deliver) 5th Floor – Finance Department
100 10th Street
Columbus, Georgia 31901

BIDS MUST REACH THE OFFICE OF THE PURCHASING DIVISION NO LATER THAN 2:30 PM ON BID OPENING DATE. BIDS RECEIVED AFTER 2:30 PM WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

XIV. AWARD/ORDERING/DELIVERY/INVOICE

- A. **Award:** This contract will be awarded to the lowest responsive, responsible bidder(s). The City will be the judge of the factors and will make the award accordingly. Should the successful bidder not be able to supply the required services, the City reserves the right to procure from other sources.

- B. Ordering: The items will be procured on an "as needed" basis.
- C. Delivery: All shipping, delivery, and/or freight charges must be included in the Unit Price. Columbus Consolidated Government will pay no additional shipping, delivery, and/or freight charges. Deliveries shall be made to the applicable address.
- D. Invoices: After receipt of goods/services and upon satisfactory delivery, the successful vendor shall forward invoice(s) to the following address:

Columbus Consolidated Government
Accounting Division
P. O. Box 1340
Columbus, Georgia 31902-1340

The invoice(s) shall reference the bid number (RFB No. 18-0009)

XV. TERMINATION OF CONTRACT

A. Default: If the contractor refuses or fails to perform any of the provision of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or non-performance and if not cured within ten (10) days or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

B. Compensation: Payment for completed services delivered and accepted by the City shall be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Division Director deem necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

C. Excuses for Nonperformance or Delayed Performances: Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the vendor to meet the contract requirements.

Upon request of the vendor, the Purchasing Division Director shall ascertain the facts

and extent of such failure, and, if such director determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

SOLICITATION ID: RFB NO. 18-0009

OFFICE SUPPLIES (ANNUAL CONTRACT)

INSURANCE CHECKLIST

**CERTIFICATE OF INSURANCE MUST SHOW ALL
COVERAGE AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability:		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability:		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Other:		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: _____

AUTH. SIGNATURE: _____

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

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

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 26% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(c)(3), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 8045(f), and payments for services paid by a federal executive agency. **Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(c)(3) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ²
5. Sole proprietorship or disregarded entity owned by an individual	The owner ²
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ²
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

⁵ Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

BID FORM
(PRICING PAGES)
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

Vendor's Name:						
CORE ITEMS						
Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
CASSETTE TAPES						
1. SPR 51060	Tapes, Cassette; 60 min.	125	EA			
2. SPR 51090	Tapes, Cassette; 90 min	150	EA			
3. SPR 53060	Tapes, Micro-Cassette; 60 min.	75	DZ			
4.	CD-R Spindle 50/PK	20	PK			
5.	USB Flash Drive -- 8 GB	10	EA			
6.	USB Flash Drive -- 8 GB 5/PK	27	PK			
7.	USB Flash Drive -- 16 GB	12	EA			
8.	USB Flash Drive -- 64 GB	17	EA			
9.	USB Flash Drive -- 128 GB	10	EA			
CALCULATOR SUPPLIES						
10. Marc 1	Calculator Ribbon, Monroe	100	EA			
11. Marc 2	Calculator Ribbon, Monroe	100	EA			
12. DR-250HD	Calculator Ribbon, Casio	25	EA			
13. VX2652-H	Calculator Ribbon, Sharp	25	EA			
14.	Adding Machine Paper -- Wht 2 1/4"	250	RL			
15.	Adding Machine Paper -- Wht 3"	150	RL			
16. SPR 51207	Adding Machine Paper -- 2 ply carbonless 2 1/4"	100	RL			
17.	Adding Machine Paper -- Thermal Print, 2 1/4"x85" (3 Pack)	120	PK			
BINDER/PAPER CLIPS						
18. ACC 72360	Clips, Gem; Reg	300	BX			
19. ACC 72500	Clips, Gem; Jumbo	200	BX			
20. SPR 02269	Clips, Binder; Mini	100	BX			
21. SPR 87002	Clips, Binder; Small	300	BX			
22. SPR 87005	Clips, Binder; Medium	250	BX			
23. SPR 87010	Clips, Binder; Large	200	BX			

CORE ITEMS

Vendor's Name:

	Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
24.	BAU LP0200	Clips, Plastiklips, Assorted; Small	150	BX			
25.	BAU LP0300	Clips, Plastiklips, Assorted; Medium	200	BX			
26.	BAU LP0600	Clips, Plastiklips, Assorted; Large	300	BX			
27.	BAU LP1700	Clips, Plastiklips, Assorted; X-Large	500	BX			
BOOKS AND PADS							
28.	AMP 20220	Letter Ruled Pad – Yellow	200	DZ			
29.	AMP 20320	Letter Ruled Pad – White	150	DZ			
30.	AMP 20221	Letter Ruled Pad – Yellow 3-Hole	200	DZ			
31.	AMP 20230	Legal Ruled Pad – Yellow	150	DZ			
32.	AMP 20204	Jr. Legal Pad – Yellow	300	DZ			
33.	AMP 20304	Jr. Legal Pad – White	250	DZ			
34.	NAT 36746	Steno Ruled Gregg Pad	200	DZ			
35.		Composition Book	12	EA			
36.	AMP 23103	Receipt Book (Money)	200	EA			
37.	AMP 24001	Doodle Pad	100	EA			
38.	3M 6539	Post-It-Note Pads 2 x 2 – 12/pk	125	PK			
39.	3M 6549	Post-It-Note Pads 3 x 3 – 12/pk	250	PK			
40.	3M 6559	Post-It-Note Pads 3 x 5 – 12/pk	125	PK			
41.	3M 6569	Post-It-Note Pads 2 x 3 – 12/pk	125	PK			
42.		Post-It Note Pads 1.5"x2"	83	PK			
43.		Post-It Note Pads 4"x6" Lined Pads	85	PK			
44.	3M 7671	Post-It Fax Pads – 12/pk	50	PK			
45.	3M 684-SH	Post-It "Sign Here" Flag sets (Assorted)	125	EA			
46.		Post-It Flag sets, Blank (Assorted)	25	EA			
ENVELOPES							
47.	QUA 40767	Clasp 6 x 9; 100/bx	100	BX			
48.	QUA 37890	Clasp 9 x 12; 100/bx	150	BX			
49.	QUA 37898	Clasp 10 x 15; 100/bx	100	BX			
50.	QUA 37910	Clasp 12 x 15 1/2; 100/bx	75	BX			
51.	QUA 63562	Inter-Departmental; 100/bx	100	BX			
52.	QUA 11130	Plain Envelopes; #10 (4 1/8" x 9 1/2")	50	BX			
53.		CD Envelope with Window	10	BX			
FILE SUPPLIES							
54.	ESS TE7320	Index Cards, 3 x 5; plain, wht 100/pk	200	PK			
55.	ESS TE7321	Index Cards, 3 x 5; ruled, white 100/pk	250	PK			

CORE ITEMS

Vendor's Name:

	Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
56.	ESS TE4152	Hanging Folders – Letter Size/ 1/5; 5/bx	100	BX			
57.	ESS TE4153	Hanging Folders – Legal Size/ 1/5; 25/bx	125	BX			
58.	ESS 4153x2	Hanging Box Bottom Folders, Legal – 2” Capacity, 25/bx	50	BX			
59.	ESS TE442-1	Hanging Frames – Letter Size	25	EA			
60.	ESS TE443-1	Hanging Frames – Legal Size	25	EA			
61.	ESS TE752	Manilla Folders – 2 cut, letter size; 100/bx	150	BX			
62.	ESS TE752	Manilla Folders – 1/3 cut, letter size; 100/bx	150	BX			
63.	ESS TE753 1/2	Manilla Folders – 1/2 cut, legal size; 100/bx	150	BX			
64.	ESS TE753 1/3	Manilla Folders – 1/3 cut, legal size; 100/bx	150	BX			
65.	ESS 152	File Folders, Colored, 1/3 cut, letter; 100/bx	50	BX			
66.	ESS 153	File Folders, Colored, 1/3 cut, legal; 100/bx	50	BX			
67.	NAT 01898	Folders, Classification, 2 divider, legal; 10/bx	75	BX			
68.	SMD 19092	Folders, Classification, 3 divider, legal; 10/bx	50	BX			
69.	WLJ 66	File Pocket, Vertical, Letter	50	BX			
70.	WLJ 76	File Pocket, Vertical, Legal; 25/bx	75	BX			
71.	WLJ L819-4	Expanding Wallets, 3 2”, letter 11 3/4 x 9 2	25	BX			
72.	WLJ 822-4	Expanding Wallets, 3 2”, legal 15” x 10”	50	BX			
73.	ESS 22200	File Jacket, Top Manilla – Letter	25	BX			
74.	SPR 01297	Labels, File Folder – White; 1/3 cut	25	BX			
75.	AVE 5662	Labels, Clear, Laser Printer 1 1/3” x 4 1/2”; 700/bx	25	BX			
76.	AVE 5663	Labels, Clear, Laser Printer 2” x 4 1/2”; 500/bx	25	BX			
77.	AVE 5160	Labels, Laser Address 1 x 2 5/8 WE	25	PK			
78.	STYLE 53530	Report Covers, Embossed Border & Title Window; 25/bx	25	BX			
79.	STYLE 53540	Report Covers, Clear Front Cover; 25/bx	25	BX			
80.	WJ 368-14NB	Binder, Ring 1” Black	50	EA			
81.	AIG C1213-5C	Indexes, Ring – clear tab; 5 tabs/set	25	SET			
82.	AIG 290B	Sheet Protectors – Ring	25	BX			
83.	CLI 62067	Sheet Protectors – Top	25	BX			
84.	AVE 05182	Transparencies, Laser	25	BX			
85.	FEL 11	Storage Box, Letter	25	CTN			
86.	FEL 12	Storage Box, Legal	25	CTN			
87.	SPR 01651	Storage, Banker's Box, Letter/Legal	200	CTN			
HIGHLIGHTERS/MARKERS							
88.	PIL 11001	Marker, Razor Pt, Extra Fine, Black	25	EA			
89.	PIL 11007	Marker, Razor Pt, Extra Fine, Red	25	EA			
90.	SAN 37001	Marker, Sharpie, Ultra Fine, Black	25	EA			

CORE ITEMS

Vendor's Name:

	Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
91.	PAP 103-01	Marker – Black	100	EA			
92.	PAP 101-01	Marker – Blue	50	EA			
93.	PAP 102-01	Marker – Red	75	EA			
94.	PAP 106-01	Marker – Yellow	25	EA			
95.	AVE 24147	Marker, Perm, Jumbo – RD	100	EA			
96.	AVE 7888	Marker – Perm, Chisel Tip, Reg. BK	100	EA			
97.	AVE 8886	Marker – Perm, Chisel Tip, Lrg BE	100	EA			
98.	AVE 8887	Marker – Perm, Chisel Tip, Lrg RD	100	EA			
99.	AVE 8888	Marker – Perm, Chisel Tip Lrg BK	100	EA			
100.	SAN 25005	Hi-Lighter, Yellow	150	EA			
101.	AVE 24016	Hi-Lighter, Fluorescent, Blue	25	EA			
102.	AVE 24050	Hi-Lighter, Fluorescent, Orange	25	EA			
103.	AVE 24010	Hi-Lighter, Fluorescent, Pink	25	EA			
104.	AVE 24000	Hi-Lighter, Fluorescent, Yellow	100	EA			
105.	AVE 24020	Hi-Lighter, Fluorescent, Green	25	EA			
106.	FAB 64328	Hi-Lighter, Jumbo, Blue	50	EA			
107.	FAB 64329	Hi-Lighter, Jumbo, Green	50	EA			
108.	FAB 64327	Hi-Lighter, Jumbo, Pink	50	EA			
109.	FAB 64326	Hi-Lighter, Jumbo, Yellow	100	EA			
110.	BIC BL11YW	Hi-Lighter, Briteliner, Yellow	150	EA			
PENS & PENCILS							
111.	FAB 12132	Pencils, wood no. 2	75	DZ			
112.	Pentel PD345	Pencils, Mechanical	25	EA			
113.	PEN QE505	Pencils, Mechanical	25	EA			
114.	PEN C505-2H	Pencil, Lead	25	EA			
115.	PED PDE1	Eraser, Mechanical Pencil (for Pencil, PEN PD345)	25	EA			
116.	PEN E10	Eraser, Mechanical Pencil (for Pencil, PEN QE505)	25	EA			
117.	PAP 331-11	Pens, Medium Blue	25	DZ			
118.	PAP 333-11	Pens, Medium Black	25	DZ			
119.	PAP 332-11	Pens, Medium Red	25	DZ			
120.	PAP 338-11	Pens, Fine Black	25	DZ			
121.	PAP 843-01	Pens, Flair, Black	25	DZ			
122.	PAP 842-01	Pens, Flair, Red	25	DZ			
123.	Pentel R116A	Pens, Rolling Writer, Black	25	DZ			
124.	Pilot 11011	Pens, Razor Point, Red	25	DZ			
125.	Pilot 11011	Pens, Razor Point, Black	25	DZ			

CORE ITEMS

Vendor's Name:

Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
126.	FAB 60025 Pens, Deluxe Micro Uniball, Black	25	DZ			
127.	FAB 60151 Pens, Micro Uniball, Black	25	DZ			
128.	FAB 60152 Pens, Micro Uniball, Red	25	DZ			
129.	PIL 35311 Pens, Precise, X-Fine, Black	25	DZ			
130.	PAP 871-01 Pens, Dynagrip, Blue	25	DZ			
131.	PAP 873-01 Pens, Dynagrip, Black	25	DZ			
132.	PAP 981-01 Pens, Flexgrip Roller, Blue	25	DZ			
133.	PAP 982-01 Pens, Flexgrip Roller, Red	25	DZ			
134.	PAP 983-01 Pens, Flexgrip Roller, Black	25	DZ			
135.	SAN 56001 Pens, Retractable Ball Point, Med	25	DZ			
136.	SAN 56002 Pens, Retractable Ball Point, Med	25	DZ			
137.	SAN 56003 Pens, Retractable Ball Point, Med	25	DZ			
138.	AVE 49798 Pen, Rollball, Eglide, BK	25	DZ			
139.	DRI 351B-11 Pen, Counterfeit Detector UV Pen	25	EA			
140.	SAN 95101 Stamp Pad, No. 1 Black	25	EA			
141.	SAN 95102 Stamp Pad, No. 1 Red	25	EA			
142.	SAN 95201 Stamp Pad, No. 2 Black	25	EA			
143.	SAN 95202 Stamp Pad, No. 2 Red	25	EA			
144.	SAN 58702 Stamp Pad, Roll-On Inker, Black	25	EA			
145.	SAN 58702 Stamp Pad, Roll-On Inker, Red	25	EA			
146.	SHA 22112 Refill Ink, Black	25	EA			
GENERAL OFFICE SUPPLIES						
147.	AVE 00-166 Glue, Stick, .28 oz	100	EA			
148.	SAN 00493 Glue, Rubber Cement, 8 oz	25	EA			
149.	FBD 22236 Towellettes, Wash n' Dri, Antibacterial	75	BX			
150.	EVANS TF400 Moistener, Tacky Finger	25	EA			
151.	SPR 16-1/4LB Rubber Bands, No. 16, ¼ lb.	50	BX			
152.	SPR 18-1/4LB Rubber Bands, No. 18, ¼ lb.	50	BX			
153.	SPR 33-1/4LB Rubber Bands, No. 33, ¼ lb.	50	BX			
154.	SPR 64-1/4LB Rubber Bands, No. 64, ¼ lb.	50	BX			
155.	SWI 54032 Rubber Finger Tips	25	BX			
156.	ACME 10570 Shears – 6"	25	EA			
157.	ACME 10572 Shears – 8"	25	EA			
158.	Shears – 8" 3/PK	36	PK			
159.	SWI 74702 Stapler – 747	25	EA			
160.	BOS SBS1914CP Staples, Standard	100	BX			

CORE ITEMS

Vendor's Name:

	Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
161.	SWI 35352	Staples, Heavy Duty – SF13-1/2"; 5000/bx	75	BX			
162.	ACE 00600	Staple Removers	25	EA			
163.	3M-5910	Tape, Transparent – 3/4" x 1296	200	RL			
164.	DUC HP260C	Tape, Mailing Seal – 2 x 60	50	RL			
165.	3M 26001	Tape, Masking, 1" x 60	50	RL			
166.	3M 26002	Tape, masking, 2" x 60	25	RL			
167.	3M C-38	Tape Dispenser	25	EA			
168.		Packing Tape, Clear 1.88"					
169.	3M-12881	Diskettes, Formatted; 3.5 DS, HD 10disks/bx	25	BX			
170.		Liquid Paper, Colored	100	EA			
171.	PAP 564-01	Liquid Paper, White	100	EA			
172.	BIC WOTAPP11	Tape, Correction, Wite-Out	50	EA			
173.		Battery, AAA, 4PK	10	PK			
174.		Battery, AA, 4PK	13	PK			
175.	US EVE203BP2	Battery, LI, Coin, 2032, 3V2P	48	PK			
COPY PAPER							
176.		8 1/2 x 11, Sub 20, Multi-Use, White, 500 sheets per ream/5000 sheets per case		CS			
177.		8 1/2 x 14, Sub 20, Multi-Use, White, 500 sheets per ream/5000 sheets per case		CS			
178.		11 x 17, Sub 20, Multi-Use, White, 500 sheets per ream/5000 sheets per case		CS			
						ESTIMATED EXTENDED TOTAL:	\$

A. VENDOR AGREES TO MAKE NEXT DAY DELIVERY OR WITHIN TWO (2) BUSINESS DAYS AFTER RECEIPT OF ORDERS.
 YES _____ NO _____ IF NO, HOW MANY DAYS? _____

B. ALL FREIGHT/SHIPPING/DELIVERY CHARGES MUST BE INCLUDED IN THE UNIT COST. NO ADDITIONAL FREIGHT/SHIPPING/DELIVERY CHARGES WILL BE AUTHORIZED FOR PAYMENT.

C. VENDORS ARE REQUESTED TO PROVIDE A PERCENTAGE DISCOUNT OFF CATALOG ITEMS THAT ARE NOT ON CORE LIST.
DISCOUNTS SHALL BE OFFERED ON ENTIRE PRODUCT OFFERING, INCLUDING WHOLESALE CATALOG. DISCOUNT _____%

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE ORIGINAL AND ONE IDENTICAL COPY OF EACH BID

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following check-list to verify the items are included in sealed bid:

- ☐ Bid Form ☐ Proof of Insurance ☐ Internet Ordering Procedures ☐ Return Procedures ☐ Sample Invoice
- ☐ Rebate Incentives (If Applicable) ☐ Transition Outline (If Applicable) ☐ Contract Signature Page ☐ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

If certified as a DBE or WBE, list the certifying agency: _____

CONTRACT SIGNATURE PAGE
OFFICE SUPPLIES
(Annual Contract)
RFB No. 18-0009

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Consolidated Government of Columbus, Georgia:

ATTEST:

Signature of Authorized Representative Date

Witness as to the Contractor

Print Name and Title of Signatory

Witness as to the Contractor

Company: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

* * * * *

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ____ day of _____ 20____

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Tiny B. Washington, Clerk of Council

APPENDIX No.1

DELIVERY ADDRESSES **OFFICE SUPPLIES** **(ANNUAL CONTRACT)** **RFB No. 18-0009**

	Location Name:	Address Line 1	Address Line 2	City
1.	29 th Street Gymnasium	501 29 th Street		Columbus
2.	Accounting Division	100 10 th Street	5 th Floor, Tower	Columbus
3.	Adult Probation	100 10 th Street	Ground Floor – East Wing	Columbus
4.	Affirmative Action	100 10 th Street	1 st Floor – West Wing	Columbus
5.	Animal Control Division	1152 Cusseta Road	Special Enforcement	Columbus
6.	Aquatics – Admin Office	1400 Cusseta Road		Columbus
7.	Aquatics – Pool Shop	602 11 th Avenue #F		Columbus
8.	Athletics – Admin Office	1400 Cusseta Road		Columbus
9.	Board of Elections & Registration	3111 Citizens Way		Columbus
10.	Britt David Pottery Studio	2700 W. Britt David Road		Columbus
11.	Bull Creek Golf Course	7333 Lynch Road		Midland
12.	Carver Park Recreation Center	6665 Hunter Road		Columbus
13.	Citizens Services Center	3111 Citizens Way	Ground Floor	Columbus
14.	City Attorney's Office	100 10 th Street	6 th Floor – Tower	Columbus
15.	City Manager's Office	100 10 th Street	6 th Floor – Tower	Columbus
16.	Clerk of Council	100 10 th Street	6 th Floor – Tower	Columbus
17.	Columbus Aquatic Center	1603 Midtown Drive		Columbus
18.	Columbus Convention & Trade Center	801 Front Avenue		Columbus
19.	Columbus Convention & Visitors Bureau	1000 Bay Avenue		Columbus
20.	Columbus Children, Youth, & Family	100 10 th Street	1 st Floor – West Wing	Columbus
21.	Columbus Civic Center	400 4 th Street		Columbus
22.	Columbus Ice Rink	400 4 th Street		Columbus
23.	Columbus Fire/EMS	1905 3 rd Avenue		Columbus
24.	Columbus Fire/EMS	205 10 th Street	Logistics/Support EMS Division	Columbus
25.	Columbus Office of Homeland Security	510 10 th Street		Columbus
26.	Comer Recreation Center	107 41 st Street	Arts & Crafts Supervisor	Columbus
27.	Community Reinvestment	420 10 th Street	Government Center Annex	Columbus
28.	Community Schools/Admin Office	3720 5 th Avenue	2 nd Building	Columbus
29.	Conditional Discharge Program	100 10 th Street	4 th Floor – Tower	Columbus
30.	Confederate Naval Museum	202 4 th Street		Columbus
31.	Cooperative Extension Service	420 10 th Street		Columbus
32.	Cooper Creek Tennis Center	4816 Milgen Road		Columbus
33.	Coroner's Office	510 10 th Street	Public Safety Building	Columbus
34.	Court Reporter's Office	100 10 th Street	7 th Floor – Tower	Columbus
35.	Crime Victim/Witness Office	100 10 th Street		Columbus

	Location Name:	Address Line 1	Address Line 2	City
36.	Department of Engineering	420 10 th Street	Government Center Annex	Columbus
37.	Department of Finance	100 10 th Street	5 th Floor – Tower	Columbus
38.	Department of Parks & Recreation	3111 Citizens Way	Ground Floor	Columbus
39.	Department of Fire/EMS	510 10 th Street	Public Safety Building	Columbus
40.	Department of Fire/EMS	1905 3 rd Avenue	Training Academy	Columbus
41.	Department of Public Works	602 11 th Street	Building E	Columbus
42.	District Attorney's Office	100 10 th Street	4 th Floor – Tower	Columbus
43.	Double Churches Pool	2300 Double Churches Rd		Columbus
44.	Edgewood Senior Center	2630 Reese Road		Columbus
45.	Emergency/911 Center	510 10 th Street	Public Safety Building	Columbus
46.	Emergency Management	510 10 th Street	Public Safety Building	Columbus
47.	Engineering Department	420 10 th Street	Traffic Engineering,	Columbus
48.	Engineering Department	601 11 th Ave	Government Center Annex	Columbus
49.	Expanded Foods & Nutrition	100 10 th Street	Radio Shop	Columbus
50.	Facilities Maintenance	602 11 th Ave	East Wing – Tower	Columbus
51.	Financial Planning Division	100 10 th Street	Building A	Columbus
52.	Fleet Management Division	1011 Cusseta Road	5 th Floor – Tower	Columbus
53.	Fluellen Recreation Center	2824 8 th Street		Columbus
54.	Fox Senior Center	3720 5 th Ave	1 st Building	Columbus
55.	Frank D. Chester Recreation Center	1441 Benning Drive		Columbus
56.	Frank D. Chester Super Center	1441 Benning Drive		Columbus
57.	Gallops Senior Center	1212 15 th Street		Columbus
58.	Government Access Channel	100 10 th Street	3 rd Floor – Tower	Columbus
59.	Haygood Boxing Gym	602 11 th Avenue #B		Columbus
60.	Highway Coordinator	420 10 th Street	Government Center Annex	Columbus
61.	Human Resources	100 10 th Street	1 st Floor - West Wing	Columbus
62.	Information Systems & Services	100 10 th Street	5 th Floor – Tower	Columbus
63.	Inspections & Code Enforcement	420 10 th Street	Government Center Annex	Columbus
64.	Job Training Division (JPTA)			
65.	Workforce Investment Acts (WIA)	700 Veterans Parkway	Georgia Dept. of Labor	Columbus
66.	Job Training Division (JPTA)	420 10 th Street	Government Center Annex	Columbus
67.	Jury Manager	100 10 th Street	Ground Floor – Tower	Columbus
68.	Juvenile Court	100 10 th Street	1 st Floor – East Wing	Columbus
69.	Lake Oliver Marina	5501 River Road		Columbus
70.	Law Library	100 10 th Street	8 th Floor – Tower	Columbus
71.	Magistrate Court	100 10 th Street	8 th Floor – Tower	Columbus
72.	Ma Rainey House	805 5 th Avenue		Columbus
73.	Marshal's Office	100 10 th Street	8 th Floor – Tower	Columbus
74.	Mayor's Office	100 10 th Street	6 th Floor – Tower	Columbus
75.	Medical Clinic	700 10 th Street	Nurse Admin	Columbus
76.	Memorial Stadium	400 4 th Street		Columbus
77.	Municipal Court	100 10 th Street	8 th Floor - Tower	Columbus
77.	Municipal Court Clerk	100 10 th Street	8 th Floor – Tower	Columbus

	Location Name:	Address Line 1	Address Line 2	City
78.	Muscogee County Jail	700 10 th Street		Columbus
79.	Muscogee County Prison	7175 Sacerdote Lane		Columbus
80.	Northside Super Center	2010 American Way		Columbus
81.	Occupation Tax Section	3111 Citizens Way		Columbus
82.	Parks and Recreation- Admin Office	3111 Citizens Way		Columbus
83.	Park Services	1400 Cusseta Road		Columbus
84.	Planning Division/Zoning	420 10 th Street	Government Center Annex	Columbus
85.	Police Department	510 10 th Street	Public Safety Bldg 1 st FL	Columbus
86.	Pop Austin Recreation Center	1331 Alexander Street	After School Program Camp	Columbus
87.	Positive Parenting Program	420 10 th Street	Gov't Ctr Annex, Cooperative Ext. Service	Columbus
88.	Print Shop	420 10 th Street	Government Center Annex	Columbus
89.	Probate Court	100 10 th Street		Columbus
90.	Psalm Road Pool	6550 Psalm Road		Columbus
91.	Psalm Road Super Center	6550 Psalm Road		Columbus
92.	Public Defender Office	420 10 th Street	Government Center Annex	Columbus
93.	Purchasing Division	100 10 th Street	5 th Floor – Tower	Columbus
94.	Recorders Court	702 10 th Street		Columbus
95.	Records Storage Facility	602 11 th Avenue		Columbus
96.	Recreation Division – Admin Office	1212 5 th Street		Columbus
97.	Revenue Division	3111 Citizens Way		Columbus
98.	Rigdon Park Pool	1835 Riverland Drive		Columbus
99.	Risk Management	100 10 th Street	6 th Floor - Tower	Columbus
100.	RSVP – Retired Senior Volunteer Program	3720 5 th Avenue	1 st Building	Columbus
101.	Sheriff's Department	100 10 th Street	4 th Floor – Tower	Columbus
102.	Sheriff Office Training Complex	7149 Manor Road		Columbus
103.	Shirley B. Winston Pool	5025 Steam Mill Road	Recreation Center	Columbus
104.	Shirley B. Winston Super Center	5025 Steam Mill Road		Columbus
105.	Special Enforcement	602 11 th Avenue	Building E	Columbus
106.	Special Projects	100 10 th Street	East Wing -2 nd Floor	Columbus
107.	State Court Judge	100 10 th Street	7 th Floor – Tower	Columbus
108.	State Court Judge	100 10 th Street	11 th Floor – Tower	Columbus
109.	State Court Solicitor	100 10 th Street	9 th Floor – Tower	Columbus
110.	Superior Court	100 10 th Street	3 rd Floor – Tower	Columbus
111.	Superior Court	100 10 th Street	10 th Floor – Tower	Columbus
112.	Superior Court	100 10 th Street	11 th Floor – Tower	Columbus
113.	Superior Court	100 10 th Street	9 th Floor – Tower	Columbus
114.	Superior Court	100 10 th Street	10 th Floor – Tower	Columbus
115.	Superior Court	100 10 th Street	4 th Floor – Tower	Columbus
116.	Superior Court Clerk	100 10 th Street	2 nd Floor – Tower	Columbus
117.	Tax Assessors Office	3111 Citizens Way		Columbus
118.	Tax Commissioner's Office	3111 Citizens Way		Columbus
119.	Therapeutics Division	1331 Alexander Street		Columbus
120.	Tillis Gym/Community Schools	1435 13 th Avenue		Columbus

	Location Name:	Address Line 1	Address Line 2	City
121.	Transportation System/METRA	814 Linwood Boulevard		Columbus
122.	Victim Witness	100 10 th Street	1 st Floor – West Wing	Columbus

☒ **CHECKLIST** ☒

Office Supplies

RFB No. 18-0009

CHECK OFF EACH ITEM AS THE NECESSARY ACTION IS COMPLETED:

- ☐ 1. THE **CONTRACT SIGNATURE PAGE** HAS BEEN SIGNED.
- ☐ 2. PRICING HAS BEEN CHECKED.
- ☐ 3. ADDENDA (IF ANY) HAVE BEEN SIGNED.
- ☐ 4. ALL SUBMISSION REQUIREMENTS ARE INCLUDED.
- ☐ 5. BUSINESS REQUIREMENTS ARE ENCLOSED, SEALED IN A SEPARATE ENVELOPE.
(One copy)
- ☐ 6. THE MAILING ENVELOPE HAS BEEN ADDRESSED TO:

**Columbus Consolidated Government
Purchasing Division – Attn: Heather Scheuttig
5th Floor, Tower Bldg.
100 10th Street
Columbus, Georgia 31902-1340**

- ☐ 7. THE MAILING ENVELOPE HAS BEEN SEALED AND MARKED WITH THE:

BID TITLE: **Office Supplies (Annual Contract)**
BID NUMBER: **RFB 18-0009**
OPENING DATE: **October 13, 2017**
Buyer: **Heather Scheuttig**

 PLEASE CONSIDER THE ENVIRONMENT 

Please only submit what is required; keep the remaining pages for your records.

*** Opening date subject to change by Addendum**

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

September 19, 2017

Addendum No. 1

Office Supplies (Annual Contract)
RFB No. 18-0009

Proposals should include acknowledgement of receipt for all Addenda:

Authorized Initials: _____

Firm: _____

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

- Question: Vendor submitted the following questions pertaining to lines on the bid form:
- 35. How many sheets per composition book, wide or narrow ruled? (Most common wide ruled 100 sheets).
 - 53. CD envelopes with window. How many per box (50 is most common)
 - 82. Sheet protectors ring – how many per box?
 - 83. Sheet protectors top – how many per box?
 - 84. Transparencies – how many per box?
 - 85. – 87. Should be 12 per carton, but they also come in carton of 4.
 - 168. No unit of measure – RL or 6PK is common. Also, what length, what is estimated quantity?
 - 169. 3.5 floppy disks are discontinued. Do you still use?
 - 170. Colored liquid paper is discontinued. Do you still use?
 - 176. – 178. What is the estimated quantity to extend the cost on the copy paper?

Response: Please see attached *Revised Bid Form (Form C)*.

Question: Not sure if you use the rebate to fund your department, but my management team has asked that I see if you are open to putting it back into the price of the product?

Response: The rebate incentive is no longer a requirement of this bid.

**Andrea J. McCorvey
Purchasing Manager**

REVISED
BID FORM
(PRICING PAGES)
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

Vendor's Name:						
CORE ITEMS						
Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
CASSETTE TAPES						
1. SPR 51060	Tapes, Cassette; 60 min.	125	EA			
2. SPR 51090	Tapes, Cassette; 90 min	150	EA			
3. SPR 53060	Tapes, Micro-Cassette; 60 min.	75	DZ			
4.	CD-R Spindle 50/PK	20	PK			
5.	USB Flash Drive – 8 GB	10	EA			
6.	USB Flash Drive – 8 GB 5/PK	27	PK			
7.	USB Flash Drive – 16 GB	12	EA			
8.	USB Flash Drive – 64 GB	17	EA			
9.	USB Flash Drive – 128 GB	10	EA			
CALCULATOR SUPPLIES						
10. Marc 1	Calculator Ribbon, Monroe	100	EA			
11. Marc 2	Calculator Ribbon, Monroe	100	EA			
12. DR-250HD	Calculator Ribbon, Casio	25	EA			
13. VX2652-H	Calculator Ribbon, Sharp	25	EA			
14.	Adding Machine Paper – Wht 2 1/4"	250	RL			
15.	Adding Machine Paper – Wht 3"	150	RL			
16. SPR 51207	Adding Machine Paper – 2 ply carbonless 2 1/4"	100	RL			
17.	Adding Machine Paper – Thermal Print, 2 1/4"x85" (3 Pack)	120	PK			
BINDER/PAPER CLIPS						
18. ACC 72360	Clips, Gem; Reg	300	BX			
19. ACC 72500	Clips, Gem; Jumbo	200	BX			
20. SPR 02269	Clips, Binder; Mini	100	BX			
21. SPR 87002	Clips, Binder; Small	300	BX			

CORE ITEMS

Vendor's Name:

Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
22.	SPR 87005 Clips, Binder; Medium	250	BX			
23.	SPR 87010 Clips, Binder; Large	200	BX			
24.	BAU LP0200 Clips, Plastiklips, Assorted; Small	150	BX			
25.	BAU LP0300 Clips, Plastiklips, Assorted; Medium	200	BX			
26.	BAU LP0600 Clips, Plastiklips, Assorted; Large	300	BX			
27.	BAU LPI700 Clips, Plastiklips, Assorted; X-Large	500	BX			
BOOKS AND PADS						
28.	AMP 20220 Letter Ruled Pad – Yellow	200	DZ			
29.	AMP 20320 Letter Ruled Pad – White	150	DZ			
30.	AMP 20221 Letter Ruled Pad – Yellow 3-Hole	200	DZ			
31.	AMP 20230 Legal Ruled Pad – Yellow	150	DZ			
32.	AMP 20204 Jr. Legal Pad – Yellow	300	DZ			
33.	AMP 20304 Jr. Legal Pad – White	250	DZ			
34.	NAT 36746 Steno Ruled Gregg Pad	200	DZ			
35.	Composition Book, Wide Rule, 100 Sheets	12	EA			
36.	AMP 23103 Receipt Book (Money)	200	EA			
37.	AMP 24001 Doodle Pad	100	EA			
38.	3M 6539 Post-It-Note Pads 2 x 2 – 12/pk	125	PK			
39.	3M 6549 Post-It-Note Pads 3 x 3 – 12/pk	250	PK			
40.	3M 6559 Post-It-Note Pads 3 x 5 – 12/pk	125	PK			
41.	3M 6569 Post-It-Note Pads 2 x 3 – 12/pk	125	PK			
42.	Post-It Note Pads 1.5"x2"	83	PK			
43.	Post-It Note Pads 4"x6" Lined Pads	85	PK			
44.	3M 7671 Post-It Fax Pads – 12/pk	50	PK			
45.	3M 684-SH Post-It "Sign Here" Flag sets (Assorted)	125	EA			
46.	Post-It Flag sets, Blank (Assorted)	25	EA			
ENVELOPES						
47.	QUA 40767 Clasp 6 x 9; 100/bx	100	BX			
48.	QUA 37890 Clasp 9 x 12; 100/bx	150	BX			
49.	QUA 37898 Clasp 10 x 15; 100/bx	100	BX			
50.	QUA 37910 Clasp 12 x 15 1/2; 100/bx	75	BX			
51.	QUA 63562 Inter-Departmental; 100/bx	100	BX			
52.	QUA 11130 Plain Envelopes; #10 (4 1/8" x 9 1/2")	50	BX			
53.	CD Envelope with Window, 50 PK	10	BX			
FILE SUPPLIES						

CORE ITEMS

Vendor's Name:

Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
54. ESS TE7320	Index Cards, 3 x 5; plain, wht 100/pk	200	PK			
55. ESS TE7321	Index Cards, 3 x 5; ruled, white 100/pk	250	PK			
56. ESS TE4152	Hanging Folders – Letter Size/ 1/5; 5/bx	100	BX			
57. ESS TE4153	Hanging Folders – Legal Size/ 1/5; 25/bx	125	BX			
58. ESS 4153x2	Hanging Box Bottom Folders, Legal – 2" Capacity, 25/bx	50	BX			
59. ESS TE442-1	Hanging Frames – Letter Size	25	EA			
60. ESS TE443-1	Hanging Frames – Legal Size	25	EA			
61. ESS TE752	Manilla Folders – 2 cut, letter size; 100/bx	150	BX			
62. ESS TE752	Manilla Folders – 1/3 cut, letter size; 100/bx	150	BX			
63. ESS TE753 1/2	Manilla Folders – 1/2 cut, legal size; 100/bx	150	BX			
64. ESS TE753 1/3	Manilla Folders – 1/3 cut, legal size; 100/bx	150	BX			
65. ESS 152	File Folders, Colored, 1/3 cut, letter; 100/bx	50	BX			
66. ESS 153	File Folders, Colored, 1/3 cut, legal; 100/bx	50	BX			
67. NAT 01898	Folders, Classification, 2 divider, legal; 10/bx	75	BX			
68. SMD 19092	Folders, Classification, 3 divider, legal; 10/bx	50	BX			
69. WLJ 66	File Pocket, Vertical, Letter	50	BX			
70. WLJ 76	File Pocket, Vertical, Legal; 25/bx	75	BX			
71. WLJ L819-4	Expanding Wallets, 3 2", letter 11 3/4 x 9 2	25	BX			
72. WLJ 822-4	Expanding Wallets, 3 2", legal 15" x 10"	50	BX			
73. ESS 22200	File Jacket, Top Manilla – Letter	25	BX			
74. SPR 01297	Labels, File Folder – White; 1/3 cut	25	BX			
75. AVE 5662	Labels, Clear; Laser Printer 1 1/3" x 4 1/4"; 700/bx	25	BX			
76. AVE 5663	Labels, Clear; Laser Printer 2" x 4 1/4"; 500/bx	25	BX			
77. AVE 5160	Labels, Laser Address 1 x 2 5/8 WE	25	PK			
78. STYLE 53530	Report Covers, Embossed Border & Title Window; 25/bx	25	BX			
79. STYLE 53540	Report Covers, Clear Front Cover; 25/bx	25	BX			
80. WJ 368-14NB	Binder, Ring 1" Black	50	EA			
81. AIG C1213-5C	Indexes, Ring – clear tab; 5 tabs/set	25	SET			
82. AIG 290B	Sheet Protectors – Ring, 100 count	25	BX			
83. CLI 62067	Sheet Protectors – Top, 200 count	25	BX			
84. AVE 53530	Report Covers, Embossed Border & Title Window; 25/bx	25	BX			
85. FEL 11	Storage Box, Letter - 4 bundles of 10 (40 pieces) per ctn	25	CTN			
86. FEL 12	Storage Box, Legal - 4 bundles of 10 (40 pieces) per ctn	25	CTN			
87. SPR 01651	Storage, Banker's Box, Letter/Legal - 4 bundles of 10 (40 pieces) per ctn	200	CTN			

CORE ITEMS

Vendor's Name:

Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
HI-LIGHTERS/MARKERS						
88. PIL 11001	Marker, Razor Pt, Extra Fine, Black	25	EA			
89. PIL 11007	Marker, Razor Pt, Extra Fine, Red	25	EA			
90. SAN 37001	Marker, Sharpie, Ultra Fine, Black	25	EA			
91. PAP 103-01	Marker – Black	100	EA			
92. PAP 101-01	Marker – Blue	50	EA			
93. PAP 102-01	Marker – Red	75	EA			
94. PAP 106-01	Marker – Yellow	25	EA			
95. AVE 24147	Marker, Perm, Jumbo – RD	100	EA			
96. AVE 7888	Marker – Perm, Chisel Tip, Reg. BK	100	EA			
97. AVE 8886	Marker – Perm, Chisel Tip, Lrg BE	100	EA			
98. AVE 8887	Marker – Perm, Chisel Tip, Lrg RD	100	EA			
99. AVE 8888	Marker – Perm, Chisel Tip Lrg BK	100	EA			
100. SAN 25005	Hi-Lighter, Yellow	150	EA			
101. AVE 24016	Hi-Lighter, Fluorescent, Blue	25	EA			
102. AVE 24050	Hi-Lighter, Fluorescent, Orange	25	EA			
103. AVE 24010	Hi-Lighter, Fluorescent, Pink	25	EA			
104. AVE 24000	Hi-Lighter, Fluorescent, Yellow	100	EA			
105. AVE 24020	Hi-Lighter, Fluorescent, Green	25	EA			
106. FAB 64328	Hi-Lighter, Jumbo, Blue	50	EA			
107. FAB 64329	Hi-Lighter, Jumbo, Green	50	EA			
108. FAB 64327	Hi-Lighter, Jumbo, Pink	50	EA			
109. FAB 64326	Hi-Lighter, Jumbo, Yellow	100	EA			
110. BIC BL11YW	Hi-Lighter, Briteliner, Yellow	150	EA			
PENS & PENCILS						
111. FAB 12132	Pencils, wood no. 2	75	DZ			
112. Pentel PD345	Pencils, Mechanical	25	EA			
113. PEN QE505	Pencils, Mechanical	25	EA			
114. PEN C505-2H	Pencil, Lead	25	EA			
115. PED PDE1	Eraser, Mechanical Pencil (for Pencil, PEN PD345)	25	EA			
116. PEN E10	Eraser, Mechanical Pencil (for Pencil, PEN QE505)	25	EA			
117. PAP 331-11	Pens, Medium Blue	25	DZ			
118. PAP 333-11	Pens, Medium Black	25	DZ			
119. PAP 332-11	Pens, Medium Red	25	DZ			
120. PAP 338-11	Pens, Fine Black	25	DZ			

CORE ITEMS

Vendor's Name:

Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
121. PAP 843-01	Pens, Flair, Black	25	DZ			
122. PAP 842-01	Pens, Flair, Red	25	DZ			
123. Pentel R116A	Pens, Rolling Writer, Black	25	DZ			
124. Pilot 11011	Pens, Razor Point, Red	25	DZ			
125. Pilot 11011	Pens, Razor Point, Black	25	DZ			
126. FAB 60025	Pens, Deluxe Micro Uniball, Black	25	DZ			
127. FAB 60151	Pens, Micro Uniball, Black	25	DZ			
128. FAB 60152	Pens, Micro Uniball, Red	25	DZ			
129. PTL 35311	Pens, Precise, X-Fine, Black	25	DZ			
130. PAP 871-01	Pens, Dynagrip, Blue	25	DZ			
131. PAP 873-01	Pens, Dynagrip, Black	25	DZ			
132. PAP 981-01	Pens, Flexgrip Roller, Blue	25	DZ			
133. PAP 982-01	Pens, Flexgrip Roller, Red	25	DZ			
134. PAP 983-01	Pens, Flexgrip Roller, Black	25	DZ			
135. SAN 56001	Pens, Retractable Ball Point, Med	25	DZ			
136. SAN 56002	Pens, Retractable Ball Point, Med	25	DZ			
137. SAN 56003	Pens, Retractable Ball Point, Med	25	DZ			
138. AVE 49798	Pen, Rollball, Eglide, BK	25	DZ			
139. DRI 351B-11	Pen, Counterfeit Detector UV Pen	25	EA			
140. SAN 95101	Stamp Pad, No. 1 Black	25	EA			
141. SAN 95102	Stamp Pad, No. 1 Red	25	EA			
142. SAN 95201	Stamp Pad, No. 2 Black	25	EA			
143. SAN 95202	Stamp Pad, No. 2 Red	25	EA			
144. SAN 58702	Stamp Pad, Roll-On Inker, Black	25	EA			
145. SAN 58702	Stamp Pad, Roll-On Inker, Red	25	EA			
146. SHA 22112	Refill Ink, Black	25	EA			
GENERAL OFFICE SUPPLIES						
147. AVE 00-166	Glue, Stick, .28 oz	100	EA			
148. SAN 00493	Glue, Rubber Cement, 8 oz	25	EA			
149. FBD 22236	Towellettes, Wash n' Dri, Antibacterial	75	BX			
150. EVANS TF400	Moistener, Tacky Finger	25	EA			
151. SPR 16-1/4LB	Rubber Bands, No. 16, ¼ lb.	50	BX			
152. SPR 18-1/4LB	Rubber Bands, No. 18, ¼ lb.	50	BX			
153. SPR 33-1/4LB	Rubber Bands, No. 33, ¼ lb.	50	BX			
154. SPR 64-1/4LB	Rubber Bands, No. 64, ¼ lb.	50	BX			

CORE ITEMS

Vendor's Name:

Item #	Description	Est. Qty	Unit Size	Mfg/Product Number	Unit Cost	Extended Cost
155.	SWI 54032 Rubber Finger Tips	25	BX			
156.	ACME 10570 Shears – 6"	25	EA			
157.	ACME 10572 Shears – 8"	25	EA			
158.	Shears – 8" 3/PK	36	PK			
159.	SWI 74702 Stapler – 747	25	EA			
BOS						
160.	SBS1914CP Staples, Standard	100	BX			
161.	SWI 35352 Staples, Heavy Duty – SF13-1/2"; 5000/bx	75	BX			
162.	ACE 00600 Staple Removers	25	EA			
163.	3M-5910 Tape, Transparent – 3/4" x 1296	200	RL			
164.	DUC HP260C Tape, Mailing Seal – 1.88" x 60 yds	80	RL			
165.	3M 26001 Tape, Masking, 1" x 60	50	RL			
166.	3M 26002 Tape, masking, 2" x 60	25	RL			
167.	3M C-38 Tape Dispenser	25	EA			
168.	DELETED (See Item 161)	25	RL			
169.	DELETED (See Item 161)	25	EA			
170.	DELETED	100	EA			
171.	PAP 564-01 Liquid Paper, White	100	EA			
172.	BIC WOTAPP11 Tape, Correction, White-Out	50	EA			
173.	Battery, AAA, 4PK	10	PK			
174.	Battery, AA, 4PK	13	PK			
175.	US EVE203BP2 Battery, LI, Coin, 2032, 3V2P	48	PK			
COPY PAPER						
176.	8 1/2 x 11, Sub 20, Multi-Use, White, 500 sheets per ream/5000 sheets per case	1,716	CS			
177.	8 1/2 x 14, Sub 20, Multi-Use, White, 500 sheets per ream/5000 sheets per case	31	CS			
178.	11 x 17, Sub 20, Multi-Use, White, 500 sheets per ream/5000 sheets per case	18	CS			
ESTIMATED EXTENDED TOTAL:					\$	

A. VENDOR AGREES TO MAKE NEXT DAY DELIVERY OR WITHIN TWO (2) BUSINESS DAYS AFTER RECEIPT OF ORDERS.

YES _____ NO _____ IF NO, HOW MANY DAYS? _____

B. ALL FREIGHT/SHIPPING/DELIVERY CHARGES MUST BE INCLUDED IN THE UNIT COST. NO ADDITIONAL FREIGHT/SHIPPING/DELIVERY CHARGES WILL BE AUTHORIZED FOR PAYMENT.

C. VENDORS ARE REQUESTED TO PROVIDE A PERCENTAGE DISCOUNT OFF CATALOG ITEMS THAT ARE NOT ON CORE LIST. DISCOUNTS SHALL BE OFFERED ON ENTIRE PRODUCT OFFERING, INCLUDING WHOLESALE CATALOG. DISCOUNT _____ %

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE ORIGINAL AND ONE IDENTICAL COPY OF EACH BID

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following check-list to verify the items are included in sealed bid:

- ☐ Bid Form ☐ Proof of Insurance ☐ Internet Ordering Procedures ☐ Return Procedures
☐ Sample Invoice ☐ Transition Outline (If Applicable) ☐ Contract Signature Page ☐ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

If certified as a DBE or WBE, list the certifying agency: _____

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

September 28, 2017

Addendum No. 2

Office Supplies (Annual Contract)
RFB No. 18-0009

Proposals should include acknowledgement of receipt for all Addenda:

Authorized Initials: _____ **Firm:** _____

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

To better capture items used, the City will be sending out a new pricing page within a few days. Therefore, the due date for this RFB has been extended to 2:30 PM on Wednesday, October 25, 2017.

Andrea J. McCorvey
Purchasing Manager

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

October 2, 2017

Addendum No. 3

Office Supplies
(Annual Contract)
RFB No. 18-0009

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: _____

Firm: _____

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

1) Question: 38. PAYMENT DEDUCTIONS. The City reserves the right to deduct, from payments award to vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License fees, Landfill fees, etc.

a. Please advise how this applies to office supplies.

Response: If a vendor awarded this contract is delinquent in paying any fees due to Columbus Consolidated Government, those fees may be deducted from contract payments to the vendor.

2) Question: 5. Contractor shall have the ability to deliver all core contract supplies next business day, desk-top delivery, to all requesting departments.

a. Can you please provide details to what desk-top delivery means to the City of Columbus?

b. Can you please provide all departments that will need desk-top delivery?

Response: Desk-top delivery shall mean that vendor will deliver items ordered, by any department, to the location/office specified. For a listing of departments, please

refer to Appendix No. 1, pages 33-36 of the specifications.

- 3) Question: 9. Vendor shall provide separate invoices for each department, by account number to the Accounting Division. A summary invoice for all departments, excluding the Law Library, shall be sent twice per month to the Accounting Division. The summary invoice shall include department name, location and charge account number used for each purchase.
- a. Can you please define account number? Does this mean department code or cost center?
 - b. Can you please provide the number of departments for the City?

Response: The account number is the Department cost center. The invoice and online ordering system should be able to accommodate the following Account Number set-up:

XXXX – XXX – XXX – XXXX – XXXX
Fund Dept Unit Activity Object

The City will provide the appropriate account number(s) for each department and/or division upon placing orders. For a listing of departments, please refer to Appendix No. 1, pages 33-36 of the specifications.

4) SPECIFICATION CHANGE

A. Page 11, General Specifications – Section I. Scope amended to read:

F. The City reserves the right to add core items as appropriate. The Bid Form, which is based on actual usage, shall be updated as necessary by the City, and is not to be considered "all inclusive".

B. The Bid Form (Pricing Page) has been updated to better reflect actual usage. The listing was provided by the City's current Office Supply Contractor, Staples. Therefore, any reference to Staples is strictly for descriptive purposes only, it is not meant to restrict competition in any way. Vendors can bid any item that meets or exceeds specifications.

See UPDATED BID FORM - Pricing Page A (Excel spreadsheet, attached as a link below), and UPDATED BID FORM - Pricing Page B (page 3 of this addendum).

- Submit a printed copy of both Pricing Pages (A & B) with bid response.
- Submit a digital copy of Pricing Page A, Excel spreadsheet, on a thumb drive with bid response.

Andrea J. McCorvey
Purchasing Manager

**UPDATED
FORM C**

UPDATED
BID FORM – PRICING PAGE B
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0015

BRAND NAMES

It is not the intent of Columbus Consolidated Government (City) to restrict competition in any purchasing process. Any manufacturers' names, drawings, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive; any equivalent products of any manufacturer may be offered. Any bid that is equivalent to or surpasses these specifications will be considered; determination of equivalency shall rest solely with the City.

- A. VENDOR AGREES TO MAKE NEXT DAY DELIVERY OR WITHIN TWO (2) BUSINESS DAYS AFTER RECEIPT OF ORDERS.
____ YES ____ NO IF NO, HOW MANY DAYS? ____
- B. ALL FREIGHT/SHIPPING/DELIVERY CHARGES MUST BE INCLUDED IN THE UNIT COST. NO ADDITIONAL FREIGHT/SHIPPING/DELIVERY CHARGES WILL BE AUTHORIZED FOR PAYMENT.
- C. VENDORS ARE REQUESTED TO PROVIDE A PERCENTAGE DISCOUNT OFF CATALOG ITEMS THAT ARE NOT ON CORE LIST. DISCOUNTS SHALL BE OFFERED ON ENTIRE PRODUCT OFFERING, INCLUDING WHOLESALE CATALOG. DISCOUNT ____%

IMPORTANT INFORMATION:

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- ☐ Bid Form ☐ Proof of Insurance ☐ Internet Ordering Procedures ☐ Return Procedures ☐ Sample Invoice
- ☐ Rebate Incentives (If Applicable) ☐ Transition Outline (If Applicable) ☐ Contract Signature Page ☐ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

Authorized Signature

Print Name of Signatory

If certified as a DBE or WBE, list the certifying agency: _____

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

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www.columbusga.org

October 4, 2017

Addendum No. 4

Office Supplies
(Annual Contract)
RFB No. 18-0009

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: _____ **Firm:** _____

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

1) Question: Is it possible to get this [bid form] with the Staples part numbers on it? That way we can cross reference it easier.

Response: SKU numbers have been added to the pricing page for better identification of items. However, SKU numbers for 2018 calendars, etc., have not been provided. In the event of SKU numbers that may not cross-reference, vendor may bid items that meet or exceed specifications based on the Item Description.

See UPDATED BID FORM - Pricing Page A (Excel spreadsheet, attached as a link below), and UPDATED BID FORM - Pricing Page B (page 2 of this addendum).

- Submit a printed copy of both Pricing Pages (A & B) with bid response.
- Submit a digital copy of Pricing Page A, Excel spreadsheet, on a thumb drive with bid response.

Andrea J. McCorvey
Purchasing Manager

**UPDATED
FORM C**

**UPDATED
BID FORM – PRICING PAGE B
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0015**

BRAND NAMES

It is not the intent of Columbus Consolidated Government (City) to restrict competition in any purchasing process. Any manufacturers' names, drawings, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive; any equivalent products of any manufacturer may be offered. Any bid that is equivalent to or surpasses these specifications will be considered; determination of equivalency shall rest solely with the City.

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- C. VENDORS ARE REQUESTED TO PROVIDE A PERCENTAGE DISCOUNT OFF CATALOG ITEMS THAT ARE NOT ON CORE LIST. **DISCOUNTS SHALL BE OFFERED ON ENTIRE PRODUCT OFFERING, INCLUDING WHOLESALE CATALOG.** DISCOUNT ____%

IMPORTANT INFORMATION:

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- ☐ Bid Form ☐ Proof of Insurance ☐ Internet Ordering Procedures ☐ Return Procedures ☐ Sample Invoice
- ☐ Rebate Incentives (If Applicable) ☐ Transition Outline (If Applicable) ☐ Contract Signature Page ☐ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____ Addendum No. 4 _____

Authorized Signature

Print Name of Signatory

If certified as a DBE or WBE, list the certifying agency: _____

BID FORM
(PRICING PAGE A)
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

Line #	Prod Class	SKU	Item Description	UOM	Qty	Unit Number	Unit Cost	Extended Cost
1	Academic Calendars		AY18 MO DSK PAD VRGN PAP 21X16	EA	12			\$0.00
2	Adhesives	601642	GLUE SCHOOL 1-1/4 OZ WE	EA	12			\$0.00
3	Appointment Books - Wirebound		2018 DAYMNDR MTH BLACK 8X11	EA	11			\$0.00
4	Appointment Books - Wirebound		DURAFLEX MONTHLY PLANNER BLACK	EA	11			\$0.00
5	Appointment Books - Wirebound		SD18 AAG WK BLACK 8X11	EA	13			\$0.00
6	Appointment Books - Wirebound		2018 MNTH ATAGLNC APPT DSK 6X9	EA	16			\$0.00
7	Appointment Books - Wirebound		SD18 AAG WK RECY BK 8X11	EA	17			\$0.00
8	Appointment Books - Wirebound		2018 MNTH ATAGLNC APPT BK 9X11	EA	47			\$0.00
9	Appointment Books - Wirebound		2018 MNTHLY BLACK 8X11	EA	64			\$0.00
10	Archival Filing - Corrugated	478887	BOX FILE LTR/LGL WHITE 12/CT	CT	24			\$0.00
11	Archival Filing - Corrugated	825895	10PK ECONOMY STOR BOX	PK	78			\$0.00
12	Archival Filing - Plastic	759400	STOR-N-SLIDE TOTE	EA	11			\$0.00
13	Badges & Lanyards	810386	BADGE REEL W/ SPRING CLIP BLK	PK	11			\$0.00
14	Ball Point Retractable Pens	612919	PEN BALLPINT BLUE BARREL & INK	DZ	11			\$0.00
15	Ball Point Retractable Pens	270975	ZEBRA F-301 RT BP FINE BLACK 2	PK	14			\$0.00
16	Ball Point Retractable Pens	343157	B2P RT BALLPOINT MEDIUM BLACK	DZ	15			\$0.00
17	Ball Point Retractable Pens	612916	PEN BALLPINT BLK BARREL & INK	DZ	20			\$0.00
18	Ball Point Retractable Pens	563223	PEN RETR Z-GRIP 1.0MM BLUE	DZ	23			\$0.00
19	Ball Point Retractable Pens	343567	INKJOY 300 RT BLACK MEDIUM	DZ	38			\$0.00
20	Ball Point Stic Pens	382241	ROUNDSTIC GRIP BP MED BLACK 12	DZ	11			\$0.00
21	Ball Point Stic Pens	127878	PAPMATE BP STIC MED BLU DZ	DZ	13			\$0.00
22	Ball Point Stic Pens	143156	PAPMATE BP STIC MED BLU DZ	DZ	13			\$0.00
23	Ball Point Stic Pens	382242	ROUND STIC GRIP BP MED BLUE 12	DZ	15			\$0.00
24	Ball Point Stic Pens	123885	PEN BALLPT CRISTAL MEDBLK	DZ	16			\$0.00
25	Ball Point Stic Pens	442901	BIC ROUNDSTIC BP MED BLK 60	BX	46			\$0.00
26	Batteries	318931	COPPERTOP BATTERY AA 4 PK	PK	13			\$0.00
27	Batteries	867473	BATTERY AAA ALKALINE 24PK	PK	15			\$0.00
28	Batteries	867474	BATTERY AA ALKALINE 24PK	PK	15			\$0.00
29	Batteries	USEVE2032BP2	US EVE2032BP2 - BATTERY LI, COIN, 2032, 3V2P	PK	48			\$0.00
30	Better Binders	702875	3IN BLU BTR BINDER W VIEW WIN	EA	12			\$0.00
31	Better Binders	648821	1.5IN BLK BTRBINDER WVIEWWIN	EA	15			\$0.00
32	Better Binders	702874	3IN BLK BTR BINDER W VIEW WIN	EA	16			\$0.00
33	Better Binders	702879	3IN WHT BTRBINDER W VIEW WIN	EA	21			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg Product Number	Unit Cost	Extended Cost
34	Better Binders	648819	1IN BLK BTR BINDER W VIEW WIN	EA	30			\$0.00
35	Better Binders	895621	3IN PUR BTR BINDER W VIEW WIN	EA	31			\$0.00
36	Better Binders	892167	3IN GRN BTR BINDER W VIEW WIN	EA	34			\$0.00
37	Better Binders	648822	2IN BLK BTR BINDER W VIEW WIN	EA	48			\$0.00
38	Better Binders	807717	3IN RED BTR BINDER W VIEW WIN	EA	50			\$0.00
39	Binder Clips	378813	CLIPS BINDER ASSORTED	PK	11			\$0.00
40	Binder Clips	779991	CLIP MINI BINDER 9/16 BK	PK	12			\$0.00
41	Binder Clips	395200	144CT MED BINDER CLIPS	PK	13			\$0.00
42	Binder Clips	831594	SM BINDER CLIPS 40CT	PK	15			\$0.00
43	Binder Clips	831602	MED BINDER CLIPS 24CT	PK	37			\$0.00
44	Binder Clips	103549	MEDIUM BINDER CLIPS 12-CT.	PK	58			\$0.00
45	Binder Clips	831610	LGE BINDER CLIPS 12CT	PK	60			\$0.00
46	Binder Clips	103523	SMALL BINDER CLIPS 12-CT.	PK	103			\$0.00
47	Board Accessories	120741	EXPO DRY ERASE CLEANER	EA	18			\$0.00
48	Business Forms	356188	2 PART SPIRAL RECEIPT BOOK	EA	12			\$0.00
49	Business Forms	895933	THERMAL TIME CARDS E8-100	BX	14			\$0.00
50	Business Forms	407766	\$ RECEIPT BOOK 3 PT CARBONLESS	EA	22			\$0.00
51	Business Forms	442906	TIME CARD ONE-SIDED 200CT	PK	40			\$0.00
52	Business Forms	498239	TIME CARDS #1-100 7000E	PK	40			\$0.00
53	Business Forms	407807	\$ RECEIPT BOOK 2PT CARBONLESS	EA	60			\$0.00
54	Cables/Adapters/Hubs	320706	PROTECT IT! 15FT	IN	12			\$0.00
55	Cables/Adapters/Hubs	458478	7FT BLUE CABLE	EA	36			\$0.00
56	Cash and Coin Handling	506121	MOISTENER FINGERTIP 3/8OZ	EA	12			\$0.00
57	Catalog Envelopes	381964	ENV 6X9 SS BROWN 28# 100CT	BX	19			\$0.00
58	Chair Accessories	816080	DOORSTOP GNT FT MGNTC YELLOW E	EA	12			\$0.00
59	Clasp Envelopes	186999	CLASP ENV BRN KRAFT 6X9 -100	BX	20			\$0.00
60	Clasp Envelopes	187021	CLASP ENV BRN KRAFT 9X12 -100	BX	55			\$0.00
61	Clipboards & Form Holders	607239	CLIPBOARD ALUMINUM LETTER	EA	12			\$0.00
62	Clipboards & Form Holders	329498	CLIPBOARD MEMO SIZE BLK/BLUE	PK	15			\$0.00
63	Clipboards & Form Holders	569264	SLIM CLIPBOARD STORAGE BOX	EA	18			\$0.00
64	Clipboards & Form Holders	1668218	STORAGE CLIPBOARD SAFETY ORANG	EA	31			\$0.00
65	Clipboards & Form Holders	112383	LETTER SIZE CLIPBOARD	EA	32			\$0.00
66	Coin Envelopes	535062	#1 COIN ENV BRN KRFT 24# 500CT	BX	28			\$0.00
67	Colored Copy Paper	490947	PASTELS 8.5X11 BLUE PAPER RM	RM	18			\$0.00
68	Colored Copy Paper	490936	PASTELS 8.5X11 GREEN PAPER RM	RM	66			\$0.00
69	Command and Mounting	884356	COMMAND LARGE PICTURE HANGING	PK	14			\$0.00
70	Commercial Envelopes	381912	ENVELOPE EZCLS #10 -500	BX	14			\$0.00
71	Commercial Envelopes	200519	ENVELOPE SECURITY GUM #10 -500	BX	16			\$0.00
72	Computer Cleaning & Maintenance	326197	ELECTRONICS DUSTER 70Z4PK	PK	14			\$0.00
73	Computer, Fax & Add Rolls	531178	ADD ROLL 1RL 2.25 X 150	RL	46			\$0.00
74	Computer, Fax & Add Rolls	667172	ADD ROLLS 2-1/4X85	PK	120			\$0.00
75	Correction Fluid & Pens	521906	CORRECT FLUID FOR ALL 20ML WE	EA	32			\$0.00
76	Correction Tape	467258	LIQ. PAPER DISPOSAL DRY LINE	EA	12			\$0.00
77	Correction Tape	519018	10PK CORRECTION ROLLER	PK	35			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Unit Product Number	Unit Cost	Extended Cost
78	Correction Tape	433427	OOPS CORRECTION TAPE 6PK	PK	37			\$0.00
79	Correction Tape	887181	TAPE DRYLINE CRCTN 2PK WE	PK	52			\$0.00
80	Correction Tape	483018	BIC WITE-OUT CORECTION TAPE 10	PK	53			\$0.00
81	Correction Tape	481054	CORRECTION TAPE 2	PK	169			\$0.00
82	Crates & Bins - Plastic	440122	FOLDING CRATE ON WHEELS	EA	17			\$0.00
83	Customizable Dividers	162099	AVERY BIGTAB 5TAB DIVIDERS WHT	ST	15			\$0.00
84	Customizable Dividers	477150	8-TAB WRITE-ON 4PK	PK	17			\$0.00
85	Customizable Dividers	462986	5X8 DIVIDERS 5 TAB INSERTABLE	ST	20			\$0.00
86	Customizable Dividers	493302	DIVIDERS INSERTABLE 5TAB CLR	PK	25			\$0.00
87	Customizable Dividers	491831	8-TAB INSERT POLY DIVIDER	ST	31			\$0.00
88	Customizable Dividers	462994	AVERY READY INDEX TOC 8 B&W	ST	40			\$0.00
89	Customizable Dividers	486276	8TAB WRITE ON DIVIDERS	ST	40			\$0.00
90	Customizable Dividers	153858	5 LRG TB CLR INDEX	ST	50			\$0.00
91	Customizable Dividers	668479	TAB DIVID 5TAB INDX INSRT CLRD	ST	50			\$0.00
92	Customizable Dividers	462782	WORKSAVER 8 TAB CLEAR	ST	54			\$0.00
93	Customizable Dividers	153866	INSERTABLE DIVIDERS 8TAB COLOR	ST	178			\$0.00
94	Desk Calendars		SD18 DAILY AAG TABREFL 3X6	EA	18			\$0.00
95	Desk Calendars		2018 DAILY ATAGLNC REFILL 3X6	EA	26			\$0.00
96	Desk Pad Calendars	SRREDC1731	SR REDC1731 - PAD,DESK,MONTHLY	EA	11			\$0.00
97	Desk Pad Calendars	USHOD126	US HOD126 - REFILL,F/124 CALENDAR PAD	EA	15			\$0.00
98	Desk Pad Calendars		2018 AAG MNTH DESKPAD 22X17	EA	41			\$0.00
99	Desk Pad Calendars		RY18 DESKPAD 22X17	EA	239			\$0.00
100	Desk Pads	504126	DESK PAD PLN 50SHT 22X17 RECY	EA	14			\$0.00
101	Desk Sets- Fabric	1438857	CLOTH MAGAZINE FILE BL	EA	12			\$0.00
102	Desktop Stationery	484783	GRNR CERT HOLDER 9.5X12 BLK 6	PK	16			\$0.00
103	Disinfectant Sprays/Wipes	263236	LYSOL SPRAY FRESH SCENT 19 OZ	EA	16			\$0.00
104	Display Calculators	393935	SPL-150A CALCULATOR	EA	30			\$0.00
105	DVD Media	622850	100PK DVD+R SPINDLE	PK	15			\$0.00
106	Elec. Labeler Tape	388938	LABELLING TAPE WHT/BLK 1/2X23	EA	11			\$0.00
107	Elec. Labeler Tape	917889	BROTHER TZE-335 12MM WHT ON BK	EA	12			\$0.00
108	Elec. Labeler Tape	079511	TAPE 45013 BLACK ON WHITE	EA	16			\$0.00
109	Elec. Labeler Tape	385581	LABEL ADDRESS WHT 2 ROLLS/130	BX	19			\$0.00
110	Elec. Labeler Tape	377179	LABELS ADDRESS LABELWRITER-WE	BX	30			\$0.00
111	Elec. Labeler Tape	391614	LABELWRITER LBLS FILE FLDR WHT	BX	38			\$0.00
112	End Tabbed Folders	807789	HD FLDR ENDTAB FSTN 1&3 LTR MA	BX	11			\$0.00
113	End Tabbed Folders	509935	END TAB GREEN FLDR 100 CT LTR	BX	18			\$0.00
114	End Tabbed Folders	510255	END TAB YELLOW FLDR 100CT LTR	BX	21			\$0.00
115	End Tabbed Folders	575713	FILE PKCT ENDTAB LTR 3.5EXP RR	BX	26			\$0.00
116	End Tabbed Folders	509893	ENDTAB FLDR LTR MAN 100	BX	46			\$0.00
117	Expanding Wallets	2661443	FILE EXP 7PKT LTR BE	EA	13			\$0.00
118	Expanding Wallets	517326	EXPAND RD WALLETS X-WIDE W/TIE	EA	100			\$0.00
119	Facial Tissue	826830	TISSUE FACIAL BOUTIQ 6/PK	PK	14			\$0.00
120	Fastener & Classification Fold	831099	3TAB FAST LTR MAN 50	BX	13			\$0.00
121	Fastener & Classification Fold	807777	FLDR TT FAST 1&3 LTR BLE	BX	14			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Wgt/Product Number	Unit Cost	Extended Cost
122	Fastener & Classification Fold	807795	FOLDER FASTENR ENDTAB LTR GN	BX	14			\$0.00
123	Fastener & Classification Fold	807791	FOLDER FASTENR ENDTAB LTR RD	BX	36			\$0.00
124	File Pockets	227132	FLE 3.5EXP PKT WFLAP LTR	PK	11			\$0.00
125	File Pockets	418343	LGL 5.25 EXP. POCKETS 10PK	BX	16			\$0.00
126	File Pockets	418335	5.25IN FILE PKCT LTR BRN 10	BX	17			\$0.00
127	File Pockets	704432	FILE PKCT TOPTB TY LGL 5.25 BN	BX	19			\$0.00
128	File Pockets	418319	LGL 3.5 EXP. POCKETS 28PK	BX	20			\$0.00
129	File Pockets	SRPFX1524EVEL	SR PFX1524EVEL - STD PKT 3.5",YEL,LTR,25BX	EA	21			\$0.00
130	Frames	390836	10.5X13 PLAQUE IN INSTANT MAHO	EA	20			\$0.00
131	Gel Retractable Pens	559217	SIGNO GEL 207 RT BLUE	DZ	11			\$0.00
132	Gel Retractable Pens	807744	ENERGEL DELUXE RTX GEL PEN	DZ	11			\$0.00
133	Gel Retractable Pens	459795	SARASA GEL RETRACTABLE MED BLK	DZ	13			\$0.00
134	Gel Retractable Pens	648102	PILOT G2 RETRCT GEL BOLD BK DZ	DZ	13			\$0.00
135	Gel Retractable Pens	050552	G2 GEL PEN BLK .7MM FINE PT	PK	14			\$0.00
136	Gel Retractable Pens	050551	G2 GEL PEN BLU .7MM FINE PT	PK	19			\$0.00
137	Gel Retractable Pens	459796	SARASA GEL RETRACTABLE MED BLU	DZ	32			\$0.00
138	Gel Retractable Pens	429174	PILOT G2 RET FINE BLACK 12	DZ	35			\$0.00
139	Gel Retractable Pens	424575	PILOT G2 RT FINE BLU 12	DZ	36			\$0.00
140	Graphite Pencils	476919	12CT YELL PENCIL 10437	DZ	30			\$0.00
141	Hanging Folders	813110	REINFORCED HANG FLDR ASST 25	BX	11			\$0.00
142	Hanging Folders	116830	5TAB HANG FLDR LGL STDGRN 25	BX	12			\$0.00
143	Hanging Folders	726597	REINFORCD HANGFLDR STD GRN LTR	BX	12			\$0.00
144	Hanging Folders	266262	RECYCLED 1/5 STD GRN HANG-50PK	BX	13			\$0.00
145	Hanging Folders	116764	5TAB HANG FLDR LTR STDGRN 25	BX	33			\$0.00
146	Headsets-Earsets	420416	PLANTRONICS BLACKWIRE C435-M	IN	16			\$0.00
147	Heavy Duty View Binders	520163	AVY 1/2IN NON0STK VIEWBNDR BLU	EA	15			\$0.00
148	Heavy Duty View Binders	082701	HD VIEW BINDER 1IN BLK	EA	21			\$0.00
149	Highlighters	049022	HIGHLIGHTER MAJOR ACCENT PNK	DZ	12			\$0.00
150	Highlighters	559221	SHARPIE ACCENT RT YELLOW DZ	DZ	12			\$0.00
151	Highlighters	501684	HIGHLIGHTER MAJOR ACCENT PNK	EA	13			\$0.00
152	Highlighters	501312	HIGHLIGHTER 4009 CHISEL BLE	DZ	14			\$0.00
153	Highlighters	521163	LIQUID ACCENT ASSORTED 10	PK	14			\$0.00
154	Highlighters	167031	TANK HIGHLTR YELLOW DZ	DZ	22			\$0.00
155	Highlighters	224303	MAJOR ACCENT 6-COLOR ASST	PK	23			\$0.00
156	Highlighters	051165	HI-LITER 25025 BROAD TIP FYE	DZ	26			\$0.00
157	Inter-office Envelopes	472993	INTEROFFICE ENV KRFT 10X13 -100	BX	24			\$0.00
158	Jackets & Sorters	440373	JACKET FILE DT 2 EXP LTR MA	BX	176			\$0.00
159	Journal, Ledger, & Record Book	388309	BOOK WEEKLY TIME	EA	11			\$0.00
160	Journal, Ledger, & Record Book	886673	RECORD BOOK 300 PG BLUE	EA	20			\$0.00
161	Laminating Machines & Accessories	489526	HOT LTR 5MIL POUCH 100PK	PK	11			\$0.00
162	Legal Forms	309934	LASER CMS W/O BAR 500 SH/PK	PK	14			\$0.00
163	Mailing Laser Labels	209882	AVY LSR LBL 3000PK 1X2 5/8	BX	16			\$0.00
164	Mailing Supplies	160788	BOTTLE MOISTENER	EA	16			\$0.00
165	Mailing Supplies	323354	DAB N SEAL 50ML 4-PACK	PK	45			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg Product Number	Unit Cost	Extended Cost
166	Mechanical Pencils	499731	PENCIL MECH QUICKCLICK .5MM SM	EA	17			\$0.00
167	Mice	862287	LOGITECH M100 MOUSE BLK	EA	18			\$0.00
168	Mice / Keyboard Combos	792257	LOGITECH WIRELESS MK320	EA	21			\$0.00
169	Mouse Pads & Wrist Rest	IMIM1151271	IM IM1151271 - GRAY STANDARD MOUSE PAD	IN	30			\$0.00
170	Multipurpose Paper	044023	CASH RGSTR/POS PAPER 5 RLS/PK	PK	50			\$0.00
171	Multipurpose Paper	513096	8.5X11 MULTIUSE 20/96 CS	CT	82			\$0.00
172	Non-Machinable Labels	165787	3TAB FILE FLDR LBL	PK	13			\$0.00
173	Non-Machinable Labels	165803	3TAB FILE FLDR DARK RED LBL	PK	14			\$0.00
174	Non-Machinable Labels	409623	NOTE SEAL GOLD LBL	PK	240			\$0.00
175	Notebooks	SRSRPRP69	SR SPRP69 - NOTEBOOK,STENO.6X9,GN	EA	12			\$0.00
176	Notebooks	USMEA09932	US MEA09932 - NOTEBOOK,9.75X7.5,100,BK	EA	12			\$0.00
177	Notebooks	558961	2 MINICOMP 3.25X4.5 80NR	PK	13			\$0.00
178	Notebooks	487568	CAMB ACTION PLNR 11X8 3/8 80CR	EA	15			\$0.00
179	Notebooks	1508914	NOTEBOOK STENO 6X9 GN	EA	20			\$0.00
180	Notebooks	919350	COMP BK BLK/WHT CR 100	EA	24			\$0.00
181	Notebooks	199984	5 TOPBND MEMOBK 3X5 75CR	PK	56			\$0.00
182	Packing Tape	523779	TAPE PACKING COMM 48MMX50M CL	RL	28			\$0.00
183	Packing Tape	444118	SCOTCH PAINTERS BLU MSKNG TAPE	EA	46			\$0.00
184	Packing Tape	779900	TAPE PACKING CRYST CLR 2X80YDS	RL	52			\$0.00
185	Pads	685016	RECYCED 12PK 6X9STENO PD 25774	DZ	11			\$0.00
186	Pads	163485	STENO BOOK GREEN 6X9 12 COUNT	DZ	19			\$0.00
187	Pads	SRTOP25098	SR TOP25098 - BOOK,MEMO,SPIRAL,3X5,GLOW	EA	20			\$0.00
188	Pads	163840	PAD PERF LTR CAN 12	DZ	21			\$0.00
189	Pads	163873	PERF PAD JR LGL 12PK WH	DZ	35			\$0.00
190	Pads	163832	PERF PAD JR LGL5X8 CANAR	DZ	39			\$0.00
191	Pads	532853	STENO BOOK GREGG 80 SHT6X9 GRN	EA	97			\$0.00
192	Pads	163865	PADS WDE RULE 8.5X11.75 12PK	DZ	108			\$0.00
193	Paper Clips	670720	GEM CLIPS STANDARD SMOOTH	BX	21			\$0.00
194	Paper Clips	472506	JMB PPR CLP 1000CT	PK	28			\$0.00
195	Paper Clips	525851	CLIP PAPER STL #11.034	BX	34			\$0.00
196	Paper Clips	472480	#1 PPR CLP 1000CT	PK	36			\$0.00
197	Paper Clips	525923	CLIP PAPER STL JUMBO .045	BX	135			\$0.00
198	PC Speakers	511282	CYBER ACOSTC AMPLFD SPKR SYSTM	EA	12			\$0.00
199	Pen Refills & Bottled Ink	560830	ENRGL RET REFILL .7MM BLU	EA	12			\$0.00
200	Pen Refills & Bottled Ink	270967	ZEBRA REFILL F BP FINE BLK 2	PK	13			\$0.00
201	Pen Refills & Bottled Ink	560858	ENRGL RET REFILL 1MM RED	EA	24			\$0.00
202	Pen Refills & Bottled Ink	442367	IMPACT RT REFILL BLUE 2PK	PK	40			\$0.00
203	Pen Refills & Bottled Ink	396571	UNIBAL GEL IMPACT REFILL BLK 2	PK	44			\$0.00
204	Pen Refills & Bottled Ink	560866	ENRGL RET REFILL 1MM BLUE	EA	48			\$0.00
205	Permanent Markers	814963	DURAMARKK PERM MARKER RED	DZ	25			\$0.00
206	Permanent Markers	167066	MARKERS BLACK DX	DZ	29			\$0.00
207	Permanent Markers	125328	SHARPIE FINE PERM BLACK 12/DZ	DZ	51			\$0.00
208	Personal Notebooks & Journals	USMEA43082	US MEA43082 - BOOK,STENO,SPELL WRTE,AST	EA	16			\$0.00
209	Pins & Tacks	480117	500CT PUSH PNS CLR	PK	15			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Wgt Product Number	Unit Cost	Extended Cost
210	Pocket Folders	907701	2 POCKET PORT DK BLUE 10 PK	PK	100			\$0.00
211	Pocket Folders	920311	PORTFOLIO 4 PKT NAVY W FSTNR	EA	100			\$0.00
212	Poly Expandable	938919	POLY ZIP ENV MULTI SNAP BLUE	EA	80			\$0.00
213	Post It	504023	POST-IT 3X3 POP CAPE TOWN	PK	12			\$0.00
214	Post It	653415	POSTIT 3X3 SS POPUP CANARY 12	PK	12			\$0.00
215	Post It	689309	POST IT 1.5X2 MARSEILLE 24	PK	12			\$0.00
216	Post It	490943	NOTES 4X6 LINED 5PK ASSTPASTEL	PK	13			\$0.00
217	Post It	129957	POST-JT 1.5X2 CNRY 12PK	DZ	19			\$0.00
218	Post It	642260	POST-JT 4X4 POP SS LND CNRY 5P	PK	19			\$0.00
219	Post It	558253	POST-JT 4X6 S.S.CNRY LINED 5PK	PK	20			\$0.00
220	Post It	565438	STICKIES 3X3 POP REC YLW 12PK	DZ	28			\$0.00
221	Post It	105825	STICKIES 3X5 REC YLW 12PK	DZ	39			\$0.00
222	Post It	486955	SIMPLY NOTES 3X3 YELLOW 18PK	PK	46			\$0.00
223	Post It	105791	STICKIES 1.5X2 REC YLW 12PK	DZ	52			\$0.00
224	Post It	562896	POST-JT SUPER STICKY NOTES	PK	52			\$0.00
225	Power	1146537	THINKPAD 45W AC ADAPTER	IN	13			\$0.00
226	Pre-Printed Dividers	486151	READY-INDEX TRANSLUCENT 5 TAB	ST	14			\$0.00
227	Pre-Printed Dividers	806594	INDEX A-Z ASSORTED 1/SET	ST	19			\$0.00
228	Pre-Printed Dividers	257386	READY INDEX A-Z COLOR 1PK	ST	21			\$0.00
229	Pre-Printed Dividers	537472	TAB DIVID PREPRINTED A-Z GO	ST	30			\$0.00
230	Pre-Printed Dividers	901913	PRINTED PLSTC DIVIDERS JAN-DEC	ST	36			\$0.00
231	Pre-Printed Dividers	257451	READY INDEX JAN-DEC COLOR 1 PK	ST	41			\$0.00
232	Presentation Books	909610	BNDR DURACLIP 60CAP BLACK EACH	EA	25			\$0.00
233	Printing Paper	958823	ROLL THERMAL PPR 6/PK WH	PK	65			\$0.00
234	Report Covers	SRACC17023	SR ACC17023 - COVER,PRSSTX,TOP,8.5X11,DBE	EA	25			\$0.00
235	Report Covers - Pressboard	899726	COVER REPORT PRESSBOARD RD	EA	12			\$0.00
236	Report Covers - Pressboard	899676	COVER REPORT PRESSBOARD DKBLE	EA	30			\$0.00
237	Ribbons	392726	2-PACK CALC RIBBON RED/BLACK	PK	22			\$0.00
238	Roller Stick Pens	640034	UNI-BALL JETSTREAM RT BLACK	DZ	15			\$0.00
239	Roller Stick Pens	302265	PEN ROLLER UNIBALL DLX XFN BK	DZ	18			\$0.00
240	Roller Stick Pens	498782	PEN ROLLER UNIBALL MICRO RD	EA	18			\$0.00
241	Roller Stick Pens	498774	PEN ROLLER UNIBALL MICRO BK	EA	24			\$0.00
242	Rubber Bands	383318	24PK BIG RUBBERBANDS	PK	12			\$0.00
243	Rubber Bands	646090	#18 RUBBER BANDS 1/4LB	PK	17			\$0.00
244	Rubber Bands	143297	#64-RBRR BND5 1/4 LB	PK	23			\$0.00
245	Scissors	229690	ACME 3PK SCISSORS	PK	36			\$0.00
246	Sheet Protectors - Core	041157	ECONO SHEET PROT 200CT	BX	11			\$0.00
247	Sheet Protectors - Core	587141	PROTECTOR SHT FOLD-OUT CR	BX	12			\$0.00
248	Sheet Protectors - Core	486330	STD SHEET PROT-200CT	BX	28			\$0.00
249	Sheet Protectors - Specialty	623033	HOLDER FOR BUSINESS CARDS 3HP	ST	20			\$0.00
250	Specialty Binders	586243	1IN LEGAL BINDER BLACK	EA	52			\$0.00
251	Specialty Clips & Fasteners	103762	2IN STEEL FASTENER-2PC	BX	12			\$0.00
252	Specialty Clips & Fasteners	105007	ACCO 2IN FASTENER BASE 100 CT	BX	19			\$0.00
253	Specialty Pens	228445	PAPERMATE FLAIR MED RED 12	DZ	11			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Unit Product Number	Unit Cost	Extended Cost
254	Specialty Pens	750946	SECURE-A-PEN ANTIMICR PEN BLK	EA	12			\$0.00
255	Specialty Pens	741188	SHARPIE PEN BLUE FINE DOZEN	DZ	19			\$0.00
256	Specialty Pens	741186	SHARPIE PEN BLACK FINE DOZEN	DZ	22			\$0.00
257	Specialty Pens	750944	SECURE-A-PEN ANTIM REPLACE BLK	EA	29			\$0.00
258	Stamps & Pads	920274	SELF-INK RECEIVED W/DATE STAMP	EA	14			\$0.00
259	Stamps & Pads	871026	ACCUSTAMP2 SHUTTER SCAN W/MB	EA	17			\$0.00
260	Stamps & Pads	USUSSP5440BK	US USSP5440BK - PAD,RPL T5440 1-1/8X2,BK	EA	17			\$0.00
261	Stamps & Pads	556292	S.I.HVY DUTY DATE 1-1/4X1-13/16	EA	23			\$0.00
262	Stamps & Pads	556305	S.I.HVY DUTY DATE 1-1/2X2-5/16	EA	28			\$0.00
263	Stamps & Pads	168850	CARTERS #1 FOAM STAMP PAD BLK	EA	30			\$0.00
264	Standard Round Ring Binders	374812	2IN WHITE VIEW BINDER	EA	12			\$0.00
265	Standard Round Ring Binders	520064	BINDER VIEW 1 WE	EA	18			\$0.00
266	Standard Round Ring Binders	321653	ECONOMY BINDER 1IN BLK	EA	72			\$0.00
267	Standard View Binders	975262	WHITE QUICKFIT VIEW BINDER	EA	12			\$0.00
268	Standard View Binders	082644	STAN VIEW BNDR 2IN WHT	EA	14			\$0.00
269	Standard View Binders	059138	1.5IN WHITE VIEW SL RING BINDER	EA	20			\$0.00
270	Standard View Binders	082618	STAN VIEW BNDR .5IN WHT	EA	28			\$0.00
271	Standard View Binders	082639	STAN VIEW BNDR 3IN WHT	EA	28			\$0.00
272	Standard View Binders	082613	STAN VIEW BNDR 1IN BLK	EA	30			\$0.00
273	Standard View Binders	082650	STAN VIEW BNDR 1.5IN WHT	EA	36			\$0.00
274	Standard View Binders	1148579	QUICKFIT VIEWBNDR 1IN ROUND WT	EA	37			\$0.00
275	Standard View Binders	082646	STAN VIEW BNDR 2IN BLUE	EA	42			\$0.00
276	Standard View Binders	082616	STAN VIEW BNDR .5 BLK	EA	47			\$0.00
277	Standard View Binders	082638	STAN VIEW BNDR 1IN BLUE	EA	51			\$0.00
278	Standard View Binders	082656	STAN VIEW BNDR 1IN WHT	EA	57			\$0.00
279	Standard View Binders	816231	IN VIEW BINDER D RING WHITE	EA	84			\$0.00
280	Staplers - Desktop	504308	STAPLER METAL FULL BK	EA	18			\$0.00
281	Staplers - Desktop	489562	FULLSTRP STAPLER VALPK	EA	35			\$0.00
282	Staplers - Desktop	103846	BLK FULL STRIP PLASTIC STAPLER	EA	42			\$0.00
283	Staples & Staple Removers	854518	2-60 HEAVY DUTY STAPLES 2500CT	BX	11			\$0.00
284	Staples & Staple Removers	317313	STAPLE REMOVER CURVE HANDLE BK	EA	13			\$0.00
285	Staples & Staple Removers	504183	STD CHISEL 1/4 STAPLES	BX	16			\$0.00
286	Staples & Staple Removers	752463	OPTIMA PREMIUM STAPLES	BX	17			\$0.00
287	Staples & Staple Removers	108985	SF4 SPEEDPOINT STAPLES 5000CT	BX	33			\$0.00
288	Staples & Staple Removers	112276	STND STAPLES 25000CT	PK	38			\$0.00
289	Staples & Staple Removers	112284	5000CT STANDARD STAPLES	BX	167			\$0.00
290	Surge Protectors	199004	60L SURGE 709J 3FT WHITE	EA	30			\$0.00
291	Tape - Core	329504	SCOTCH MAGIC GREENER TAPE 3/4	PK	16			\$0.00
292	Tape - Core	211540	SCOTCH 6PK 3/4X650 MAGIC TAPE	PK	30			\$0.00
293	Tape - Core	489211	SCOTCHMAGIC TAPE 3/4X1000 10PK	PK	32			\$0.00
294	Tape - Core	495221	TAPE 3/4X1296	RL	578			\$0.00
295	Tape Dispensers	130674	BLACK TAPE DISPENSER	EA	39			\$0.00
296	Tape Flags	428553	POST-IT 1/2 FLAG BRIGHTS 4PK	PK	12			\$0.00
297	Tape Flags	956975	4PK BRIGHT SOLID TABS	PK	13			\$0.00

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg/Product Number	Unit Cost	Extended Cost
298	Tape Flags	844290	POST-IT .5IN SIGN HERE AST 4PK	PK	18			\$0.00
299	Top Tabbed Folders	235390	3TAB FLDR LTR MAN 24	PK	11			\$0.00
300	Top Tabbed Folders	433680	ORANGE LTR SIZE FOLDERS	BX	12			\$0.00
301	Top Tabbed Folders	SRPFX15936GW	SR PFX15936GW - PRSB FSTN FDR,2",1/3,DRD,LT	BX	15			\$0.00
302	Top Tabbed Folders	116939	FOLDER 1/2CUT LGL MANILA 100	BX	20			\$0.00
303	Top Tabbed Folders	116855	2TAB FLDR LTR MAN 100	BX	32			\$0.00
304	Top Tabbed Folders	116723	SINGLE TAB FLDR LTR MAN 100	BX	36			\$0.00
305	Top Tabbed Folders	116657	3-TAB FLDR LTR MANILA 100	BX	47			\$0.00
306	Top Tabbed Folders	163360	3TAB FLDR LGL MAN 100	BX	50			\$0.00
307	Top Tabbed Folders	221699	FOLDR 1/8CUT LTR MANILA 250	BX	56			\$0.00
308	Trimmers & Openers	815014	LETTER OPENER PLAS RZR EA	PK	20			\$0.00
309	USB Flash Drive	654676	SANDISK CRUZER GLIDE 16GB USB	EA	12			\$0.00
310	USB Flash Drive	642392	SANDISK CRUZER GLIDE 64GB USB	EA	17			\$0.00
311	USB Flash Drive	572925	LEXAR TWISTTURN 16GB USB FLASH	EA	19			\$0.00
312	USB Flash Drive	1913050	VRBTM 5PK 8GB PINSTRIPE 2.0	EA	27			\$0.00
313	Wall Calendars		18 PLANAMTH MTH WAL 12X27	EA	11			\$0.00
314	Wall Calendars		18 AAGYR WALL CAL 24 X 36	EA	13			\$0.00
315	Wall Calendars		2018 AAG MO LAMINATED 15X11	EA	15			\$0.00
316	Wall Calendars		18 AAG YR PLNMO WALL 24X36	EA	15			\$0.00
317	Wall Calendars		SD18 AAG MTH WALL 15X12	EA	19			\$0.00
318	Wall Calendars		SD18 AAG MTH PLNMO WAL 15X22	EA	27			\$0.00
319	Wall Calendars		SD18 AAG MTH PLNMO WAL 12X17	EA	111			\$0.00
320	Wall Calendars		SD18 AAG MTH PLNMO WAL 20X30	EA	129			\$0.00
321	Wall Organization	889189	WALL POCKET LTR CLEAR	EA	14			\$0.00
322	Wall Organization	889186	EXPANDABLE WALL PKT LTR SMOKE	EA	28			\$0.00
323	White Commodity Cut Sheet Paper	512215	11X17 COPY CS	CT	18			\$0.00
324	White Commodity Cut Sheet Paper	122374	COPYPLUS 8.5X11 COPY CS	CT	28			\$0.00
325	White Commodity Cut Sheet Paper	126987	8.5X14 COPY CS	CT	31			\$0.00
326	White Commodity Cut Sheet Paper	492072	8.5X11 30% REC COPY CS	CT	38			\$0.00
327	White Commodity Cut Sheet Paper	135848	8.5X11 COPY CS	CT	1,716			\$0.00
TOTAL EXTENDED COST:							\$0.00	

VENDOR NAME:

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

October 17, 2017

Addendum No. 5

Office Supplies
(Annual Contract)
RFB No. 18-0009

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: _____ **Firm:** _____

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

- 1) Question: Can vendors submit with their bid response proposed modifications or clarifications to the terms and conditions that would be discussed and modified prior to final bid award?

Response: Vendors can request clarification of the General Provisions prior to bid due date.

- 2) Question: Catalog Discount Bid response: CCG (Columbus Consolidated Government) has requested a single discount from list for the remainder of the items in a vendor's catalog. There are wide differences in the discounts from list that a vendor can bid based on different product categories. For example, a vendor may be able to bid List Less 50% on Office Supplies, and only List Less 30% on Ink and Toner. Requiring a single discount from list does not allow vendors to be as aggressive in their pricing response. Suggested categories would be General Office Supplies, Ink & Toner, Paper, Business Machines and Furniture. In order to allow more aggressive bid responses, will Columbus Consolidated Government allow additional discount categories for the non-core pricing?

Response: Vendors may provide discounts per category for non-core items.

- 3) Question: Catalog Discount Bid response: In order to compare vendor proposals, the quoted discount from list price must be applied to every item in a product category. Otherwise

CCG may assume that all items are receiving a quoted discount only to find out later that many items were excluded and that CCG has paid a higher price than they anticipated. To insure a more accurate evaluation, will the quoted discount from list required to be applied to every item within a vendor catalog by product category without exception, or will vendors be allowed to exclude items from the quoted discount based on their cost, profitability, sourcing or stocking methods?

Response: Vendors shall delineate the non-core items or categories that will not be discounted.

4) Question: Paper price hold: The bid requires a price lock for 2 years on paper. Paper is a volatile commodity, and while this sounds like a good idea, it may prevent CCG from receiving the most aggressive pricing. As a vendor, we purchase billions of dollars in paper annually but are not able to negotiate 2-year price holds from our suppliers. With a 2-year requirement, vendors will have to build in a "hedge" against future cost increases into their bid price, increasing the cost to CCG. In order to receive the most aggressive pricing, will CCG allow paper pricing to be updated quarterly with a manufacturer letter per the update?

Response: Historically, the City has purchased paper via Georgia Statewide Contract and those prices have held for at least 3-4 years. Consequently, the City will not allow paper pricing to be updated quarterly.

PLEASE NOTE: The City reserves the right to review the Georgia Statewide Contract, or any other Cooperative Contract, to compare paper pricing with vendors submitting bid pricing for paper. Additionally, the City reserves the right to purchase paper via any comparable Cooperative Contract, if the contract cost is lower and meets the City's requirements.

Andrea J. McCorvey
Purchasing Manager

EXHIBIT C

*Office Supplies
(Annual Contract)*

*Malone Office Environments
Submission*



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

October 23, 2017

Malone Office Equipment d/b/a Malone Office Environments

RFB No 18-0009 Office Supplies

Dear Heather Scheuttig,

Malone Office Environments is pleased to present the enclosed offer to you regarding the above referenced solicitation for office products. In addition to our exceptional local service, we bring competitive pricing and a technical sophistication that rivals that of online retailers and big box stores.

Malone Office Environments is a locally owned small business based in Columbus GA since 1934. Our slogan "Since 1934 – One Passion – The Customer" is more than just a marketing slogan. It is the foundation on which we built our business reputation. Our supply division has tripled in size since 2008 as we continue to bring competitive pricing and exceptional service to the business community of Columbus Georgia. As we continue to grow, we are proud to be creating more employment opportunities and tax revenue for our local economy as well as investing in our local community charities.

We thank you for this opportunity. Please contact me if you have any questions or concerns regarding the offer, or if more information is needed.

We appreciate your time and look forward to working with you.

Thank you,

A handwritten signature in black ink, appearing to read 'Juanita Strickland', is written over a large, stylized circular flourish.

Juanita Strickland

CFO

Malone Office Equipment

d/b/a Malone Office Environments

1345 13th Avenue

Columbus, GA 31901

706-322-2513

jstrickland@maloneoffice.com

BID FORM
(PRICING PAGE A)
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

Line #	Prop Class	SKU	Item Description	UOM	Qty	Mfg. Part #	Unit Cost	Extended Cost
1	Academic Calendars		AY18 MO DSK PAD VRGN PAP 21X16	EA	12	REDC1731	\$1.49	\$17.88
2	Adhesives	601642	GLUE SCHOOL 1-1/4 OZ WE	EA	12	EPIE301	\$0.79	\$9.48
3	Appointment Books - Wirebound		2018 DAYMNDR MTH BLACK 8X11	EA	11	REDCB1262VBL	\$4.50	\$49.50
4	Appointment Books - Wirebound		DURAFLEX MONTHLY PLANNER BLACK	EA	11	REDCB1262VBL	\$4.50	\$49.50
5	Appointment Books - Wirebound		SD18 AAG WK BLACK 8X11	EA	13	REDCB950VBLK	\$5.51	\$71.63
6	Appointment Books - Wirebound		2018 MNTH ATAGLNC APPT DSK 6X9	EA	16	REDCB1200VBL	\$4.01	\$64.16
7	Appointment Books - Wirebound		SD18 AAG WK RECY BK 8X11	EA	17	REDCB950VBLK	\$5.51	\$93.67
8	Appointment Books - Wirebound		2018 MNTH ATAGLNC APPT BK 9X11	EA	47	REDCB1262VBL	\$4.50	\$211.50
9	Appointment Books - Wirebound		2018 MNTHLY BLACK 8X11	EA	64	REDCB1262VBL	\$4.50	\$288.00
10	Archival Filing - Corrugated	478887	BOX FILE LTR/LGL WHITE 12/CT	CT	24	BSN42051	\$12.21	\$293.04
11	Archival Filing - Corrugated	825695	10PK ECONOMY STOR BOX	PK	78	UNV25223	\$7.00	\$546.00
12	Archival Filing - Plastic	759400	STOR-N-SLIDE TOTE	EA	11	WMT58QT	\$3.50	\$38.50
13	Badges & Lanyards	810386	BADGE REEL W/ SPRING CLIP BLK	PK	11	BAU68844	\$1.69	\$18.59
14	Ball Point Retractable Pens	612919	PEN BALLPOINT BLUE BARREL & INK	DZ	11	UNV15531	\$1.53	\$16.83
15	Ball Point Retractable Pens	270975	ZEBRA F-301 RT BP FINE BLACK 2	PK	14	ZEB27112	\$2.66	\$37.24
16	Ball Point Retractable Pens	343157	B2P RT BALLPOINT MEDIUM BLACK	DZ	15	UNV15530	\$1.61	\$24.15
17	Ball Point Retractable Pens	612916	PEN BALLPOINT BLK BARREL & INK	DZ	20	UNV15530	\$1.61	\$32.20
18	Ball Point Retractable Pens	563223	PEN RETR Z-GRIP 1.0MM BLUE	DZ	23	UNV15531	\$1.53	\$35.19
19	Ball Point Retractable Pens	343567	INKJOY 300 RT BLACK MEDIUM	DZ	38	UNV15540	\$3.07	\$116.66
20	Ball Point Stic Pens	382241	ROUNDSTIC GRIP BP MED BLACK 12	DZ	11	UNV27410	\$0.99	\$10.89
21	Ball Point Stic Pens	127878	PAPMATE BP STIC MED BLK DZ	DZ	13	UNV27410	\$0.99	\$12.87
22	Ball Point Stic Pens	143155	PAPMATE BP STIC MED BLU DZ	DZ	13	UNV27411	\$0.99	\$12.87
23	Ball Point Stic Pens	382242	ROUND STIC GRIP BP MED BLUE 12	DZ	15	UNV27411	\$0.99	\$14.85
24	Ball Point Stic Pens	123885	PEN BALLPT CRISTAL MEDBLK	DZ	16	UNV27410	\$0.99	\$15.84
25	Ball Point Stic Pens	442901	BIC ROUNDSTIC BP MED BLK 60	BX	46	UNV15613	\$3.56	\$163.76
26	Batteries	318931	COPPERTOP BATTERY AA 4 PK	PK	13	DURMN1500B4Z	\$2.81	\$36.53
27	Batteries	867473	BATTERY AAA ALKALINE 24PK	PK	15	EVEEN92	\$9.00	\$135.00
28	Batteries	867474	BATTERY AA ALKALINE 24PK	PK	15	EVEEN91	\$9.32	\$139.80
29	Batteries	USEVE2032BP2	US EVE2032BP2 - BATTERY LI, COIN, 2032, 3V2P	PK	48	EVE2032BP2	\$1.49	\$71.52
30	Better Binders	702875	3IN BLU BTR BINDER W VIEW WIN	EA	12	UNV20753	\$3.33	\$39.96
31	Better Binders	648821	1.5IN BLK BTRBINDER WVIEWWIN	EA	15	UNV20743	\$2.34	\$35.10
32	Better Binders	702874	3IN BLK BTR BINDER W VIEW WIN	EA	16	UNV20991	\$2.88	\$46.08

Line #	Prod Class	SKU	Item Description	UOM	Qty	Prod. Number	Unit Cost	Extended Cost
33	Better Binders	702879	3IN WHT BTRBINDER W VIEW WIN	EA	21	UNV20992	\$2.63	\$55.23
34	Better Binders	648819	1IN BLK BTR BINDER W VIEW WIN	EA	30	UNV20741	\$1.94	\$58.20
35	Better Binders	895621	3IN PUR BTR BINDER W VIEW WIN	EA	31	WLJ38549267	\$2.00	\$62.00
36	Better Binders	892167	3IN GRN BTRBINDER WVIEWWIN	EA	34	AVE79779	\$5.00	\$170.00
37	Better Binders	648822	2IN BLK BTR BINDER W VIEW WIN	EA	48	UNV34401	\$2.25	\$108.00
38	Better Binders	807717	3IN RED BTRBINDER WVIEWWIN	EA	50	WLJ385491797	\$2.00	\$100.00
39	Binder Clips	378813	CLIPS BINDER ASSORTED	PK	11	V10220+1-UNV1	\$2.95	\$32.45
40	Binder Clips	779991	CLIP MINI BINDER 9/16 BK	PK	12	UNV10199	\$0.50	\$6.00
41	Binder Clips	395200	144CT MED BINDER CLIPS	PK	13	UNV10210	\$11.76	\$152.88
42	Binder Clips	831594	SM BINDERCLIPS 40CT	PK	15	UNV11140	\$0.69	\$10.35
43	Binder Clips	831602	MED BINDERCLIPS 24CT	PK	37	UNV10210	\$1.96	\$72.52
44	Binder Clips	103549	MEDIUM BINDER CLIPS 12-CT.	PK	58	UNV10210	\$0.98	\$56.84
45	Binder Clips	831610	LGE BINDERCLIPS 12CT	PK	60	UNV10220	\$1.66	\$99.60
46	Binder Clips	103523	SMALL BINDER CLIPS 12-CT.	PK	103	UNV10200	\$0.59	\$60.77
47	Board Accessories	120741	EXPO DRY ERASE CLEANER	EA	18	UNV43661	\$1.29	\$23.22
48	Business Forms	356188	2 PART SPIRAL RECEIPT BOOK	EA	12	ABFSC1152	\$4.29	\$51.48
49	Business Forms	895933	THERMAL TIME CARDS E8-100	BX	14	LTHE8100	\$9.49	\$132.86
50	Business Forms	407766	\$ RECEIPT BOOK 3 PT CARBONLESS	EA	22	ABFTC1182	\$4.88	\$107.36
51	Business Forms	442806	TIME CARD ONE-SIDED 200CT	PK	40	TOP1260	\$4.95	\$198.08
52	Business Forms	498239	TIME CARDS #1-100 7000E	PK	40	LTHE7100	\$7.69	\$307.60
53	Business Forms	407807	\$ RECEIPT BOOK 2PT CARBONLESS	EA	60	ABFSC1152	\$4.29	\$257.40
54	Cables/Adapters/Hubs	320706	PROTECT IT! 15FT	IN	12	TRPTLP615	\$8.88	\$106.56
55	Cables/Adapters/Hubs	458478	7FT BLUE CABLE	EA	36	TRPN002007BL	\$1.11	\$39.96
56	Cash and Coin Handling	506121	MOISTENER FINGERTIP 3/8OZ	EA	12	LEE10050	\$0.91	\$10.92
57	Catalog Envelopes	381984	ENV 6X9 SS BROWN 28# 100CT	BX	19	BSN36660	\$5.28	\$100.32
58	Chair Accessories	816080	DOORSTOP GNT FT MGNTC YELLOW E	EA	12	MAS00967	\$2.00	\$24.00
59	Clasp Envelopes	186999	CLASP ENV BRN KRAFT 6X9 -100	BX	20	BSN36660	\$5.28	\$105.60
60	Clasp Envelopes	187021	CLASP ENV BRN KRAFT 9X12 -100	BX	55	BSN36663	\$6.09	\$334.95
61	Clipboards & Form Holders	607239	CLIPBOARD ALUMINUM LETTER	EA	12	SAU22517	\$5.22	\$62.64
62	Clipboards & Form Holders	329498	CLIPBOARD MEMO SIZE BLK/BLUE	PK	15	SAU00515	\$1.83	\$27.45
63	Clipboards & Form Holders	589264	SLIM CLIPBOARD STORAGE BOX	EA	18	SAU00558	\$5.56	\$100.08
64	Clipboards & Form Holders	1668218	STORAGE CLIPBOARD SAFETY ORANG	EA	31	SAU00579	\$5.56	\$172.36
65	Clipboards & Form Holders	112383	LETTER SIZE CLIPBOARD	EA	32	UNV40304	\$1.04	\$33.28
66	Coin Envelopes	535062	#1 COIN ENV BRN KRFT 24# 500CT	BX	28	UNV35300	\$8.47	\$237.16
67	Colored Copy Paper	490947	PASTELS 8.5X11 BLUE PAPER RM	RM	18	UNV11202	\$3.99	\$71.82
68	Colored Copy Paper	490936	PASTELS 8.5X11 GREEN PAPER RM	RM	66	UNV11203	\$3.49	\$230.34
69	Command and Mounting	894356	COMMAND LARGE PICTURE HANGING	PK	14	MMM17206ES	\$2.88	\$40.32
70	Commercial Envelopes	381912	ENVELOPE EZCLS #10 -500	BX	14	BSN04546	\$14.16	\$198.24
71	Commercial Envelopes	200519	ENVELOPE SECURITY GUM #10 -500	BX	16	BSN42206	\$10.79	\$172.64
72	Computer Cleaning & Maintenance	326197	ELECTRONICS DUSTER 7OZ4PK	PK	14	PDC50501213	\$0.99	\$13.86
73	Computer, Fax & Add Rolls	531178	ADD ROLL 1RL 2.25 X 150	RL	46	UNV35720	\$0.67	\$30.82
74	Computer, Fax & Add Rolls	667172	ADD ROLLS 2-1/4X85	PK	120	UNV35761	\$1.22	\$146.40
75	Correction Fluid & Pens	521906	CORRECT FLUID FOR ALL 20ML WE	EA	32	BICWOC12WE	\$0.69	\$22.08
76	Correction Tape	467256	LIQ. PAPER DISPOSAL DRY LINE	EA	12	UNV75602	\$0.87	\$10.38

Line #	Prod Class	SKU	Item Description	UOM	Qty	Utg Product Number	Unit Cost	Extended Cost
77	Correction Tape	519018	10PK CORRECTION ROLLER	PK	35	UNV75602	\$8.65	\$302.75
78	Correction Tape	433427	OOPS CORRECTION TAPE 6PK	PK	37	UNV75606	\$3.99	\$147.63
79	Correction Tape	887181	TAPE DRYLINE CRCTN 2PK WE	PK	52	UNV75602	\$1.73	\$89.96
80	Correction Tape	483018	BIC WITE-OUT CORECTION TAPE 10	PK	53	UNV75612	\$5.62	\$297.86
81	Correction Tape	481054	CORRECTION TAPE 2	PK	169	UNV75602	\$1.73	\$292.37
82	Crates & Bins - Plastic	440122	FOLDING CRATE ON WHEELS	EA	17	UNV14110	\$10.00	\$170.00
83	Customizable Dividers	162099	AVERY BIGTAB 5TAB DIVIDERS WHT	ST	15	UNV20815	\$0.39	\$5.85
84	Customizable Dividers	477150	8-TAB WRITE-ON 4PK	PK	17	UNV20819	\$2.32	\$39.44
85	Customizable Dividers	462986	5X8 DIVIDERS 5 TAB INSERTABLE	ST	20	AVE11102	\$0.69	\$13.80
86	Customizable Dividers	493302	DIVIDERS INSERTABLE 5TAB CLR	PK	25	UNV21871	\$1.19	\$29.75
87	Customizable Dividers	491831	8-TAB INSERT POLY DIVIDER	ST	31	AVE11901	\$1.50	\$46.50
88	Customizable Dividers	462994	AVERY READY INDEX TOC 8 B&W	ST	40	AVE11132	\$1.45	\$58.00
89	Customizable Dividers	486276	8TAB WRITE ON DIVIDERS	ST	40	UNV20819	\$0.58	\$23.20
90	Customizable Dividers	153858	5 LRG TB CLR INDEX	ST	50	AVE11110	\$0.48	\$24.00
91	Customizable Dividers	668479	TAB DIVID 5TAB INDX INSRT CLRD	ST	50	AVE11109	\$0.48	\$24.00
92	Customizable Dividers	462762	WORKSAVER 8 TAB CLEAR	ST	54	AVE11124	\$1.09	\$58.86
93	Customizable Dividers	153866	INSERTABLE DIVIDERS 8TAB COLOR	ST	178	AVE11111	\$0.79	\$140.62
94	Desk Calendars		SD18 DAILY AAG TABREFL 3X6	EA	18	AAGE717750	\$1.19	\$21.42
95	Desk Calendars		2018 DAILY ATAGLNC REFILL 3X6	EA	26	REDC2R	\$1.09	\$28.34
96	Desk Pad Calendars	SRRED1731	SR REDC1731 - PAD,DESK,MONTHLY	EA	11	REDC1731	\$1.49	\$16.39
97	Desk Pad Calendars	USHOD126	US HOD126 - REFILL,F/124 CALENDAR PAD	EA	15	REDC1731	\$1.49	\$22.35
98	Desk Pad Calendars		2018 AAG MNTH DESKPAD 22X17	EA	41	REDC1731	\$1.49	\$61.09
99	Desk Pad Calendars		RY18 DESKPAD 22X17	EA	239	REDC1731	\$1.49	\$356.11
100	Desk Pads	504126	DESK PAD PLN 50SHT 22X17 RECY	EA	14	REDA181724UE	\$5.69	\$79.66
101	Desk Sets- Fabric	1438857	CLOTH MAGAZINE FILE BL	EA	12	IDESNS1565	\$3.46	\$41.52
102	Desktop Stationery	484783	GRNTR CERT HOLDER 9.5X12 BLK 6	PK	16	GEO45331	\$3.21	\$51.36
103	Disinfectant Sprays/Wipes	263236	LYSOL SPRAY FRESH SCENT 19 OZ	EA	16	RAC04675EA	\$5.79	\$92.64
104	Display Calculators	393935	SPL-150A CALCULATOR	EA	30	IVR15922	\$2.09	\$62.70
105	DVD Media	622850	100PK DVD+R SPINDLE	PK	15	IVR46891	\$8.00	\$120.00
106	Elec. Labeler Tape	388938	LABELLING TAPE WHT/BLK 1/2X23	EA	11	DYM45021	\$7.00	\$77.00
107	Elec. Labeler Tape	917889	BROTHER TZE-335 12MM WHT ON BK	EA	12	BRTTZE335	\$10.94	\$131.28
108	Elec. Labeler Tape	079511	TAPE 45013 BLACK ON WHITE	EA	16	DYM45013	\$9.11	\$145.76
109	Elec. Labeler Tape	385581	LABEL ADDRESS WHT 2 ROLLS/130	BX	19	DYM30251	\$5.88	\$111.72
110	Elec. Labeler Tape	377179	LABELS ADDRESS LABELWRITER-WE	BX	30	DYM30252	\$11.78	\$353.40
111	Elec. Labeler Tape	391614	LABELWRITER LBLs FILE FLDR WHT	BX	38	DYM30327	\$5.50	\$209.00
112	End Tabbed Folders	807789	HD FLDR ENDTAB FSTN 1&3 LTR MA	BX	11	UNV13120	\$12.77	\$140.47
113	End Tabbed Folders	509835	END TAB GREEN FLDR 100 CT LTR	BX	18	SMD25110	\$9.00	\$162.00
114	End Tabbed Folders	510255	END TAB YELLOW FLDR 100CT LTR	BX	21	SMD25910	\$9.00	\$189.00
115	End Tabbed Folders	575713	FILE PKCT ENDTAB LTR 3.5EXP RR	BX	26	BSN65791	\$10.20	\$265.20
116	End Tabbed Folders	509893	ENDTAB FLDR LTR MAN 100	BX	46	UNV13300	\$8.76	\$402.96
117	Expanding Wallets	2661443	FILE EXP 7PKT LTR BE	EA	13	CLI48305	\$3.33	\$43.29
118	Expanding Wallets	517326	EXPAND RD WALLETs X-WIDE W/TIE	EA	100	UNV13090	\$2.54	\$254.00
119	Facial Tissue	828830	TISSUE FACIAL BOUTIQ 6/PK	PK	14	WIN2430	\$5.09	\$71.26
120	Fastener & Classification Fold	831099	3TAB FAST LTR MAN 50	BX	13	UNV13420	\$12.75	\$165.75

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg Product Number	Unit Cost	Extended Cost
121	Fastener & Classification Fold	807777	FLDR TT FAST 1&3 LTR BLE	BX	14	UNV13521	\$13.61	\$190.54
122	Fastener & Classification Fold	807795	FOLDER FASTENR ENDTAB LTR GN	BX	14	UNV13522	\$13.88	\$194.32
123	Fastener & Classification Fold	807791	FOLDER FASTENR ENDTAB LTR RD	BX	36	UNV13523	\$13.61	\$489.96
124	File Pockets	227132	FILE 3.5EXP PKT WFLAP LTR	PK	11	SMD73892	\$7.06	\$77.66
125	File Pockets	418343	LGL 5.25 EXP. POCKETS 10PK	BX	16	BSN65798	\$5.69	\$91.04
126	File Pockets	418335	5.25IN FILE PCKT LTR BRN 10	BX	17	BSN65792	\$6.18	\$105.06
127	File Pockets	704432	FILE PCKT TOPTB TY LGL 5.25 BN	BX	19	BSN65798	\$5.69	\$108.11
128	File Pockets	418319	LGL 3.5 EXP. POCKETS 25PK	BX	20	BSN65794	\$8.00	\$160.00
129	File Pockets	SRPFX1624EYEL	SR PFX1624EYEL - STD PKT,3.5",YEL,LTR,25BX	EA	21	SMD73233	\$1.49	\$31.29
130	Frames	330836	10.5X13 PLAQUE IN INSTANT MAHO	EA	20	UNV76854	\$2.00	\$40.00
131	Gel Retractable Pens	559217	SIGNO GEL 207 RT BLUE	DZ	11	UNV39913	\$2.67	\$29.37
132	Gel Retractable Pens	807744	ENERGEL DELUXE RTX GEL PEN	DZ	11	UNV39913	\$2.67	\$29.37
133	Gel Retractable Pens	459795	SARASA GEL RETRACTABLE MED BLK	DZ	13	UNV39912	\$2.82	\$36.66
134	Gel Retractable Pens	648102	PILOT G2 RETRACT GEL BOLD BK DZ	DZ	13	UNV15540	\$3.07	\$39.91
135	Gel Retractable Pens	050552	G2 GEL PEN BLK .7MM FINE PT	PK	14	UNV39912	\$2.82	\$39.48
136	Gel Retractable Pens	050551	G2 GEL PEN BLU .7MM FINE PT	PK	19	UNV39913	\$2.67	\$50.73
137	Gel Retractable Pens	459796	SARASA GEL RETRACTABLE MED BLU	DZ	32	UNV39913	\$2.67	\$85.44
138	Gel Retractable Pens	429174	PILOT G2 RET FINE BLACK 12	DZ	35	UNV39912	\$2.82	\$98.70
139	Gel Retractable Pens	424575	PILOT G2 RT FINE BLU 12	DZ	36	UNV39913	\$2.67	\$96.12
140	Graphite Pencils	476919	12CT YELL PENCIL 10437	DZ	30	UNV55400	\$0.99	\$29.70
141	Hanging Folders	813110	REINFORCED HANG FLDR ASST 25	BX	11	UNV14121	\$7.88	\$86.68
142	Hanging Folders	116830	5TAB HANG FLDR LGL STDGRN 25	BX	12	BSN43570	\$4.89	\$58.68
143	Hanging Folders	726597	REINFORCD HANGFLDR STD GRN LTR	BX	12	BSN17533	\$4.59	\$55.08
144	Hanging Folders	266262	RECYCLED 1/5 STD GRN HANG-50PK	BX	13	BSN17533	\$9.18	\$119.34
145	Hanging Folders	116764	5TAB HANG FLDR LTR STDGRN 25	BX	33	BSN17533	\$4.59	\$151.47
146	Headsets-Earsets	420416	PLANTRONICS BLACKWIRE C435-M	IN	16	AMZCEL821	\$7.29	\$116.64
147	Heavy Duty View Binders	520163	AVY 1/2IN NONDSTK VIEWBNDR BLU	EA	15	UNV20703	\$1.80	\$27.00
148	Heavy Duty View Binders	082701	HD VIEW BINDER 1IN BLK	EA	21	UNV20961	\$1.49	\$31.29
149	Highlighters	049022	HIGHLIGHTER MAJOR ACCENT PNK	DZ	12	UNV08865	\$2.68	\$32.16
150	Highlighters	559221	SHARPIE ACCENT RT YELLOW DZ	DZ	12	SAN28025	\$9.26	\$111.12
151	Highlighters	501684	HIGHLIGHTER MAJOR ACCENT PNK	EA	13	UNV08865	\$2.68	\$34.84
152	Highlighters	501312	HIGHLIGHTER 4009 CHISEL BLE	DZ	14	UNV08864	\$2.68	\$37.52
153	Highlighters	521163	LIQUID ACCENT ASSORTED 10	PK	14	SAN24415PP	\$7.68	\$107.52
154	Highlighters	167031	TANK HIGHTL TR YELLOW DZ	DZ	22	UNV08861	\$2.72	\$59.84
155	Highlighters	224303	MAJOR ACCENT 6-COLOR ASST	PK	23	SAN25076	\$2.68	\$61.64
156	Highlighters	051165	HI-LITER 25025 BROAD TIP FIVE	DZ	26	UNV08861	\$2.72	\$70.72
157	Inter-office Envelopes	472993	INTEROFFICE ENV KFT 10X13 -100	BX	24	UNV42255	\$12.07	\$289.68
158	Jackets & Sorters	440373	JACKET FILE DT 2 EXP LTR MA	BX	176	BSN65799	\$5.00	\$880.00
159	Journal, Ledger, & Record Book	388309	BOOK WEEKLY TIME	EA	11	WLJS802	\$4.01	\$44.11
160	Journal, Ledger, & Record Book	886673	RECORD BOOK 300 PG BLUE	EA	20	RED56131	\$4.00	\$80.00
161	Laminating Machines & Accessories	489526	HOT LTR 5MIL POUCH 100PK	PK	11	FEL52040	\$12.00	\$132.00
162	Legal Forms	309934	LASER CMS W/O BAR 500 SH/PK	PK	14	TOP50126RV	\$17.64	\$246.96
163	Mailing Laser Labels	209882	AVY LSR LBL 3000PK 1X2 5/8	BX	16	UNV80102	\$5.55	\$88.80
164	Mailing Supplies	160788	BOTTLE MOISTENER	EA	16	UNV56502	\$0.42	\$6.72

Line #	Prod Class	SKU	Item Description	UOM	Qty	Prod. Number	Unit Cost	Extended Cost
165	Mailing Supplies	323354	DAB N SEAL 50ML 4-PACK	PK	45	QUA56766	\$2.53	\$113.85
166	Mechanical Pencils	499731	PENCIL MECH QUIKCLICK .5MM SM	EA	17	PENPD345TA	\$2.23	\$37.91
167	Mice	862287	LOGITECH M100 MOUSE BLK	EA	18	IVR61014	\$5.99	\$107.82
168	Mice / Keyboard Combos	792257	LOGITECH WIRELESS MK320	EA	21	LOG920007897	\$14.00	\$294.00
169	Mouse Pads & Wrist Rest	IMIM1151271	IM IM1151271 - GRAY STANDARD MOUSE PAD	IN	30	IVR52449	\$0.99	\$29.70
170	Multipurpose Paper	044023	CASH RGSTR/POS PAPER 5 RLS/PPK	PK	50	PMC05262	\$1.49	\$74.50
171	Multipurpose Paper	513096	8.5X11 MULTIUSE 20/96 CS	CT	82	UNV91200	\$25.75	\$2,111.50
172	Non-Machinable Labels	165787	3TAB FILE FLDR LBL	PK	13	AVE05202	\$1.55	\$20.15
173	Non-Machinable Labels	165803	3TAB FILE FLDR DARK RED LBL	PK	14	AVE05201	\$1.47	\$20.58
174	Non-Machinable Labels	409623	NOTE SEAL GOLD LBL	PK	240	AVE05868	\$1.94	\$465.60
175	Notebooks	SRSRPP69	SR SPRP69 - NOTEBOOK,STENO,6X9,GN	EA	12	UNV76610	\$0.88	\$10.56
176	Notebooks	USMEA09932	US MEA09932 - NOTEBOOK,9.75X7.5,100,BK	EA	12	UNV20940	\$0.98	\$11.76
177	Notebooks	658961	2 MINICOMP 3.25X4.5 80NR	PK	13	UNV20453	\$1.32	\$17.16
178	Notebooks	487568	CAMB ACTION PLNR 11X8 3/8 80CR	EA	15	UNV66353	\$2.49	\$37.35
179	Notebooks	1506914	NOTEBOOK STENO 6X9 GN	EA	20	UNV76610	\$0.88	\$17.60
180	Notebooks	919350	COMP BK BLKWHT CR 100	EA	24	UNV20940	\$0.98	\$23.52
181	Notebooks	199984	5 TOPBND MEMOBK 3X5 75CR	PK	56	UNV20435	\$3.10	\$173.60
182	Packing Tape	523779	TAPE PACKING COMM 48MMX50M CL	RL	28	UNV61000	\$0.96	\$26.88
183	Packing Tape	444118	SCOTCH PAINTERS BLU MSKNG TAPE	EA	46	MMM209024A	\$1.77	\$81.42
184	Packing Tape	779900	TAPE PACKING CRYST CLR 2X60YDS	RL	52	DUCCS60C	\$1.50	\$78.00
185	Pads	685016	RECYCLED 12PK 6X9STENO PD 25774	DZ	11	UNV96920PK	\$4.90	\$53.90
186	Pads	163485	STENO BOOK GREEN 6X9 12 COUNT	DZ	19	UNV86920PK	\$6.16	\$117.04
187	Pads	SRTOP25098	SR TOP25098 - BOOK,MEMO,SPIRAL,3X5,GLOW	EA	20	TOP25098	\$0.51	\$10.20
188	Pads	163840	PAD PERF LTR CAN 12	DZ	21	UNV10630	\$6.10	\$128.10
189	Pads	163873	PERF PAD JR LGL 12PK WH	DZ	35	UNV46300	\$4.20	\$147.00
190	Pads	163832	PERF PAD JR LGL5X8 CANAR	DZ	39	BSN63107	\$3.99	\$155.61
191	Pads	532853	STENO BOOK GREGG 80 SHT6X9 GRN	EA	97	BSN26741	\$0.96	\$93.12
192	Pads	163865	PADS WDE RULE 8.5X11.75 12PK	DZ	108	BSN63108	\$5.65	\$610.20
193	Paper Clips	670720	GEM CLIPS STANDARD SMOOTH	BX	21	UNV72210BX	\$0.18	\$3.78
194	Paper Clips	472506	JMB PPR CLP 1000CT	PK	28	UNV72220	\$3.99	\$111.72
195	Paper Clips	525881	CLIP PAPER STL #17.034	BX	34	UNV72210BX	\$0.18	\$6.12
196	Paper Clips	472480	#1 PPR CLP 1000CT	PK	36	UNV72210	\$1.79	\$64.44
197	Paper Clips	525923	CLIP PAPER STL JUMBO .045	BX	135	UNV72220BX	\$0.40	\$54.00
198	PC Speakers	511282	CYBER ACOSTC AMPLFD SPKR SYSTM	EA	12	LOG980000012	\$11.07	\$132.84
199	Pen Refills & Bottled Ink	500830	ENRGL RET REFILL .7MM BLU	EA	12	PENLRN7C	\$0.89	\$10.68
200	Pen Refills & Bottled Ink	270967	ZEBRA REFILL F BP FINE BLK 2	PK	13	ZEB85512	\$1.23	\$15.99
201	Pen Refills & Bottled Ink	500858	ENRGL RET REFILL 1MM RED	EA	24	PENLR10B	\$0.60	\$14.40
202	Pen Refills & Bottled Ink	442367	IMPACT RT REFILL BLUE 2PK	PK	40	SAN65874PP	\$1.54	\$61.60
203	Pen Refills & Bottled Ink	396571	UNIBAL GEL IMPACT REFILL BLK 2	PK	44	SAN65808	\$1.54	\$67.76
204	Pen Refills & Bottled Ink	500856	ENRGL RET REFILL 1MM BLUE	EA	48	PENLR10C	\$0.59	\$28.32
205	Permanent Markers	814963	DURAMARRK PERM MARKER RED	DZ	25	UNV07052	\$2.26	\$56.50
206	Permanent Markers	167056	MARKERS BLACK DX	DZ	29	UNV07051	\$2.39	\$69.31
207	Permanent Markers	125328	SHARPIE FINE PERM BLACK 12/DZ	DZ	51	UNV07071	\$1.88	\$95.88
208	Personal Notebooks & Journals	USMEA43082	US MEA43082 - BOOK,STENO,SPELL WRTE,AST	EA	16	MEA43082	\$0.78	\$12.48

Line #	Prod Class	SKU	Item Description	UOM	Qty	High Price Number	Unit Cost	Extended Cost
209	Pins & Tacks	480117	500CT PUSH PNS CLR	PK	15	UNV31306	\$1.75	\$26.25
210	Pocket Folders	907701	2 POCKET PORT DK BLUE 10 PK	PK	100	UNV56638	\$2.10	\$210.00
211	Pocket Folders	920311	PORTFOLIO 4 PKT NAVY W FSTNR	EA	100	UNV57116	\$0.29	\$29.00
212	Poly Expandable	938919	POLY ZIP ENV MULTI SNAP BLUE	EA	80	CLI48117	\$0.39	\$31.20
213	Post It	504023	POST-IT 3X3 POP CAPE TOWN	PK	12	UNV35611	\$4.59	\$55.08
214	Post It	653415	POSTIT 3X3 SS POPUP CANARY 12	PK	12	UNV35664	\$2.79	\$33.48
215	Post It	689309	POST IT 1.5X2 MARSEILLE 24	PK	12	UNV35663	\$1.29	\$15.48
216	Post It	490943	NOTES 4X6 LINED 5PK ASSTPASTEL	PK	13	UNV35616	\$3.78	\$49.14
217	Post It	129957	POST-IT 1.5X2 CNRY 12PK	DZ	19	UNV35662	\$1.33	\$25.27
218	Post It	642260	POST-IT 4X4 POP SS LND CNRY 5P	PK	19	UNV35673	\$6.12	\$116.28
219	Post It	558263	POST-IT 4X6 S.S.CNRY LINED 5PK	PK	20	UNV35673	\$6.12	\$122.40
220	Post It	565438	STICKIES 3X3 POP REC YLW 12PK	DZ	28	UNV35664	\$2.79	\$78.12
221	Post It	105825	STICKIES 3X5 REC YLW 12PK	DZ	39	UNV35672	\$3.68	\$143.52
222	Post It	486955	SIMPLY NOTES 3X3 YELLOW 18PK	PK	46	UNV35688	\$2.93	\$134.78
223	Post It	105791	STICKIES 1.5X2 REC YLW 12PK	DZ	52	UNV35662	\$1.33	\$69.16
224	Post It	562896	POST-IT SUPER STICKY NOTES	PK	52	UNV35668	\$2.33	\$121.16
225	Power	1146537	THINKPAD 45W AC ADAPTER	IN	13	IMNTP45WAC	\$9.99	\$129.87
226	Pre-Printed Dividers	486151	READY-INDEX TRANSLUCENT 5 TAB	ST	14	AVE11816	\$2.85	\$39.90
227	Pre-Printed Dividers	806594	INDEX A-Z ASSORTED 1/SET	ST	19	UNV24812	\$1.44	\$27.36
228	Pre-Printed Dividers	257386	READY INDEX A-Z COLOR 1PK	ST	21	UNV24812	\$1.44	\$30.24
229	Pre-Printed Dividers	537472	TAB DIVID PREPRINTED A-Z GO	ST	30	UNV20812	\$1.49	\$44.70
230	Pre-Printed Dividers	901913	PRINTED PLSTC DIVIDERS JAN-DEC	ST	36	UNV20814	\$0.89	\$32.04
231	Pre-Printed Dividers	257451	READY INDEX JAN-DEC COLOR 1 PK	ST	41	UNV24810	\$0.89	\$36.49
232	Presentation Books	909610	BNDR DURACLIP 60CAP BLACK EACH	EA	25	DBL221401	\$1.39	\$34.75
233	Printing Paper	958823	ROLL THERMAL PPR 6/PK WH	PK	65	UNV35761	\$2.44	\$158.60
234	Report Covers	SRACC17023	SR ACC17023 - COVER,PRSSTX,TOP,8.5X11,DBE	EA	25	ACC17021	\$2.39	\$59.75
235	Report Covers - Pressboard	899726	COVER REPORT PRESSBOARD RD	EA	12	UNV80579	\$0.88	\$10.56
236	Report Covers - Pressboard	899676	COVER REPORT PRESSBOARD DKBLE	EA	30	UNV80573	\$1.02	\$30.60
237	Ribbons	392726	2-PACK CALC RIBBON RED/BLACK	PK	22	DPSR3027	\$1.99	\$43.78
238	Roller Stick Pens	640034	UNI-BALL JETSTREAM RT BLACK	DZ	15	UNV15540	\$3.07	\$46.05
239	Roller Stick Pens	302285	PEN ROLLER UNIBALL DLX XFN BK	DZ	18	UNV29120	\$2.00	\$36.00
240	Roller Stick Pens	498782	PEN ROLLER UNIBALL MICRO RD	EA	18	SAN60152	\$0.62	\$11.16
241	Roller Stick Pens	498774	PEN ROLLER UNIBALL MICRO BK	EA	24	SAN60151	\$0.62	\$14.88
242	Rubber Bands	383318	24PK BIG RUBBERBANDS	PK	12	UNV04117	\$0.69	\$8.28
243	Rubber Bands	646090	#18 RUBBER BANDS 1/4LB	PK	17	UNV00418	\$0.69	\$11.73
244	Rubber Bands	143297	#64-RBBR BND 1/4 LB	PK	23	UNV00464	\$0.69	\$15.87
245	Scissors	229690	ACME 3PK SCISSORS	PK	36	UNV92010	\$2.97	\$106.92
246	Sheet Protectors - Core	041157	ECONO SHEET PROT 200CT	BX	11	UNV21127	\$4.99	\$54.89
247	Sheet Protectors - Core	587141	PROTECTOR SHT FOLD-OUT CR	BX	12	CLI62237	\$11.02	\$132.24
248	Sheet Protectors - Core	486330	STD SHEET PROT-200CT	BX	28	UNV21127	\$4.99	\$139.72
249	Sheet Protectors - Specialty	623033	HOLDER FOR BUSINESS CARDS 3HP	ST	20	UNV26820	\$1.18	\$23.60
250	Specialty Binders	586243	1IN LEGAL BINDER BLACK	EA	52	AVE06400	\$4.98	\$258.96
251	Specialty Clips & Fasteners	103762	2IN STEEL FASTENER-2PC	BX	12	UNV81002	\$1.09	\$13.08
252	Specialty Clips & Fasteners	105007	ACCO 2IN FASTENER BASE 100 CT	BX	19	UNV81012	\$1.28	\$24.32

Line #	Prod Class	SKU	Item Description	UOM	Qty	Price	Product Number	Unit Cost	Extended Cost
253	Specialty Pens	228445	PAPERMATE FLAIR MED RED 12	DZ	11		UNV50503	\$0.99	\$10.99
254	Specialty Pens	750946	SECURE-A-PEN ANTIMICR PEN BLK	EA	12		PMC05057	\$1.98	\$23.76
255	Specialty Pens	741188	SHARPIE PEN BLUE FINE DOZEN	DZ	19		UNV50501	\$0.99	\$18.81
256	Specialty Pens	741186	SHARPIE PEN BLACK FINE DOZEN	DZ	22		UNV50502	\$2.24	\$49.28
257	Specialty Pens	750944	SECURE-A-PEN ANTIM REPLACE BLK	EA	29		MMF28704	\$1.07	\$31.00
258	Stamps & Pads	920274	SELF-INK RECEIVED W/DATE STAMP	EA	14		COS011034	\$14.04	\$196.56
259	Stamps & Pads	871026	ACCUSTAMP2 SHUTTER SCAN W/MB	EA	17		UNV10157	\$4.29	\$72.93
260	Stamps & Pads	USUSSP5440BK	US USSP5440BK - PAD,RPL T5440 1-1/8X2,BK	EA	17		USSP5440BK	\$1.50	\$25.50
261	Stamps & Pads	556292	S.I.HVY DUTY DATE 1-1/4X1-13/16	EA	23		USST5030	\$12.79	\$294.17
262	Stamps & Pads	556305	S.I.HVY DUTY DATE 1-1/2X2-5/16	EA	28		USSE4820	\$7.11	\$199.08
263	Stamps & Pads	166850	CARTERS #1 FOAM STAMP PAD BLK	EA	30		AVE21381	\$0.94	\$28.20
264	Standard Round Ring Binders	374812	2IN WHITE VIEW BINDER	EA	12		UNV20982	\$2.88	\$34.56
265	Standard Round Ring Binders	520064	BINDER VIEW 1 WE	EA	18		UNV20962	\$1.29	\$23.22
266	Standard Round Ring Binders	321653	ECONOMY BINDER 1IN BLK	EA	72		UNV31401	\$1.12	\$80.64
267	Standard View Binders	975262	WHITE QUICKFIT VIEW BINDER	EA	12		UNV20744	\$2.49	\$29.88
268	Standard View Binders	082644	STAN VIEW BNDR 2IN WHT	EA	14		UNV20982	\$2.88	\$40.32
269	Standard View Binders	059138	1.5IN WHITE VIEW SL RING BINDER	EA	20		UNV20744	\$2.49	\$49.80
270	Standard View Binders	082618	STAN VIEW BNDR .5IN WHT	EA	28		UNV20952	\$1.44	\$40.32
271	Standard View Binders	082639	STAN VIEW BNDR 3IN WHT	EA	28		UNV20992	\$3.08	\$86.24
272	Standard View Binders	082613	STAN VIEW BNDR 1IN BLK	EA	30		UNV20961	\$1.49	\$44.70
273	Standard View Binders	082650	STAN VIEW BNDR 1.5IN WHT	EA	36		UNV20744	\$2.49	\$89.64
274	Standard View Binders	1148579	QUICKFIT VIEWBNDR 1IN ROUND WT	EA	37		UNV20962	\$1.29	\$47.73
275	Standard View Binders	082646	STAN VIEW BNDR 2IN BLUE	EA	42		UNV20733	\$2.75	\$115.50
276	Standard View Binders	082616	STAN VIEW BNDR .5 BLK	EA	47		UNV20951	\$1.44	\$67.68
277	Standard View Binders	082638	STAN VIEW BNDR 1IN BLUE	EA	51		UNV20713	\$1.94	\$98.94
278	Standard View Binders	082656	STAN VIEW BNDR 1IN WHT	EA	57		UNV20962	\$1.29	\$73.53
279	Standard View Binders	816231	IN VIEW BINDER D RING WHITE	EA	84		UNV20712	\$1.87	\$157.08
280	Staplers - Desktop	504308	STAPLER METAL FULL BK	EA	18		UNV43128	\$1.99	\$35.82
281	Staplers - Desktop	489562	FULLSTRP STAPLER VALPK	EA	35		79000+00700+4	\$2.88	\$100.80
282	Staplers - Desktop	103846	BLK FULL STRIP PLASTIC STAPLER	EA	42		UNV43118	\$1.99	\$83.58
283	Staples & Staple Removers	854518	2-60 HEAVY DUTY STAPLES 2500CT	BX	11		SWI35550	\$3.07	\$33.77
284	Staples & Staple Removers	317313	STAPLE REMOVER CURVE HNDLE BK	EA	13		UNV10700	\$0.48	\$6.24
285	Staples & Staple Removers	504183	STD CHISEL 1/4 STAPLES	BX	16		UNV79000	\$0.55	\$8.80
286	Staples & Staple Removers	752463	OPTIMA PREMIUM STAPLES	BX	17		UNV79000	\$0.55	\$9.35
287	Staples & Staple Removers	108985	SF4 SPEEDPOINT STAPLES 5000CT	BX	33		UNV79000	\$0.55	\$18.15
288	Staples & Staple Removers	112276	STND STAPLES 25000CT	PK	38		UNV79000VP	\$2.49	\$94.62
289	Staples & Staple Removers	112284	5000CT STANDARD STAPLES	BX	167		UNV79000	\$0.55	\$91.85
290	Surge Protectors	199004	60L SURGE 709J 3FT WHITE	EA	30		IVR71653	\$4.99	\$149.70
291	Tape - Core	329504	SCOTCH MAGIC GREENER TAPE 3/4	PK	16		UNV83412	\$8.59	\$137.44
292	Tape - Core	211540	SCOTCH 6PK 3/4X650 MAGIC TAPE	PK	30		UNV83410	\$3.59	\$107.70
293	Tape - Core	489211	SCOTCHMAGIC TAPE 3/4X1000 10PK	PK	32		UNV83436	\$6.90	\$220.80
294	Tape - Core	495221	TAPE 3/4X1296	RL	578		UNV83436	\$0.69	\$398.82
295	Tape Dispensers	130674	BLACK TAPE DISPENSER	EA	39		UNV15001	\$1.29	\$50.31
296	Tape Flags	428553	POST-IT 1/2 FLAG BRIGHTS 4PK	PK	12		UNV99004	\$1.38	\$16.56

Line #	Prod Class	SKU	Item Description	UOM	Qty	High Product Number	Unit Cost	Extended Cost
297	Tape Flags	956975	4PK BRIGHT SOLID TABS	PK	13	MMM686RALY	\$5.33	\$69.29
298	Tape Flags	844290	POST-IT .5IN SIGN HERE AST 4PK	PK	18	MMM684SH	\$3.43	\$61.74
299	Top Tabbed Folders	235390	3TAB FLDR LTR MAN 24	PK	11	BSN17525	\$1.20	\$13.17
300	Top Tabbed Folders	433680	ORANGE LTR SIZE FOLDERS	BX	12	UNV10507	\$6.50	\$78.00
301	Top Tabbed Folders	SRPFX15936GW	SR PFX15936GW - PRSB FSTN FDR,2",1/3,DRD,LT	BX	15	SMD12742	\$8.00	\$120.00
302	Top Tabbed Folders	116939	FOLDER 1/2CUT LGL MANILA 100	BX	20	UNV15112	\$7.99	\$159.80
303	Top Tabbed Folders	116855	2TAB FLDR LTR MAN 100	BX	32	UNV12112	\$5.89	\$188.48
304	Top Tabbed Folders	116723	SINGLE TAB FLDR LTR MAN 100	BX	36	UNV12110	\$5.79	\$208.44
305	Top Tabbed Folders	116657	3-TAB FLDR LTR MANILA 100	BX	47	BSN17525	\$4.99	\$234.53
306	Top Tabbed Folders	163360	3TAB FLDR LGL MAN 100	BX	50	BSN17526	\$5.99	\$299.50
307	Top Tabbed Folders	221689	FOLDER 1/3CUT LTR MANILA 250	BX	56	BSN17525VP	\$9.80	\$548.80
308	Trimmers & Openers	815014	LETTER OPENER PLAS RZR EA	PK	20	UNV31803	\$0.33	\$6.60
309	USB Flash Drive	654676	SANDISK CRUZER GLIDE 16GB USB	EA	12	VER97275	\$7.65	\$91.80
310	USB Flash Drive	642392	SANDISK CRUZER GLIDE 84GB USB	EA	17	VER49174	\$16.00	\$272.00
311	USB Flash Drive	572925	LEXAR TWISTTURN 16GB USB FLASH	EA	19	VER49063	\$7.70	\$146.30
312	USB Flash Drive	1913050	VRBTM 5PK 8GB PINSTRIPE 2.0	EA	27	VER49062	\$6.19	\$167.13
313	Wall Calendars		18 PLANAMTH MTH WAL 12X27	EA	11	AAGPM1128	\$7.43	\$81.73
314	Wall Calendars		18 AAGYR WALL CAL 24 X 36	EA	13	REDC172212	\$4.99	\$64.87
315	Wall Calendars		2018 AAG MO LAMINATED 15X11	EA	15	MAL15X11L	\$3.54	\$53.10
316	Wall Calendars		18 AAG YR PLNMO WALL 24X36	EA	15	REDC171910	\$6.00	\$90.00
317	Wall Calendars		SD18 AAG MTH WALL 15X12	EA	19	AAGPM828	\$6.08	\$115.52
318	Wall Calendars		SD18 AAG MTH PLNMO WAL 15X22	EA	27	REDC171104	\$6.89	\$186.03
319	Wall Calendars		SD18 AAG MTH PLNMO WAL 12X17	EA	111	REDC171102	\$4.71	\$522.81
320	Wall Calendars		SD18 AAG MTH PLNMO WAL 20X30	EA	129	REDC171105	\$5.00	\$645.00
321	Wall Organization	889189	WALL POCKET LTR CLEAR	EA	14	UNV53692	\$1.50	\$21.00
322	Wall Organization	889186	EXPANDABLE WALL PKT LTR SMOKE	EA	28	UNV08162	\$1.50	\$42.00
323	White Commodity Cut Sheet Pape	512215	11X17 COPY CS	CT	18	UNV28110	\$31.25	\$562.50
324	White Commodity Cut Sheet Pape	122374	COPYPLUS 8.5X11 COPY CS	CT	28	SPZEC851192	\$23.88	\$668.64
325	White Commodity Cut Sheet Pape	126987	8.5X14 COPY CS	CT	31	UNV24200	\$38.61	\$1,196.91
326	White Commodity Cut Sheet Pape	492072	8.5X11 30% REC COPY CS	CT	38	UNV20030	\$29.71	\$1,128.98
327	White Commodity Cut Sheet Pape	135848	8.5X11 COPY CS	CT	1,716	SPZEC851192	\$23.88	\$40,978.08
TOTAL EXTENDED COST:							\$78,885.47	

* Items in green have been factored to match the requested unit of measure.

VENDOR NAME: Malone Office Equipment, Inc., dba Malone Office Environments

**UPDATED
FORM C**

UPDATED
BID FORM – PRICING PAGE B
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

BRAND NAMES

It is not the intent of Columbus Consolidated Government (City) to restrict competition in any purchasing process. Any manufacturers' names, drawings, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive; any equivalent products of any manufacturer may be offered. Any bid that is equivalent to or surpasses these specifications will be considered; determination of equivalency shall rest solely with the City.

- A. VENDOR AGREES TO MAKE NEXT DAY DELIVERY OR WITHIN TWO (2) BUSINESS DAYS AFTER RECEIPT OF ORDERS.
 x YES NO IF NO, HOW MANY DAYS?
- B. ALL FREIGHT/SHIPPING/DELIVERY CHARGES MUST BE INCLUDED IN THE UNIT COST. NO ADDITIONAL FREIGHT/SHIPPING/DELIVERY CHARGES WILL BE AUTHORIZED FOR PAYMENT.
- C. VENDORS ARE REQUESTED TO PROVIDE A PERCENTAGE DISCOUNT OFF CATALOG ITEMS THAT ARE NOT ON CORE LIST. **DISCOUNTS SHALL BE OFFERED ON ENTIRE PRODUCT OFFERING, INCLUDING WHOLESALE CATALOG.** DISCOUNT 7-93 % *SEE ATTACHED PROPOSED DISCOUNT STRUCTURE

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE ORIGINAL AND ONE IDENTICAL COPY OF EACH BID

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE.** Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following check-list to verify the items are included in sealed bid:

X Bid Form X Proof of Insurance X Internet Ordering Procedures X Return Procedures X Sample Invoice

X Rebate Incentives (If Applicable) X Transition Outline (If Applicable) X Contract Signature Page X Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 J Addendum No. 2 J Addendum No. 3 J Addendum No. 4 J Addendum No. 5 J

Juanita Strickland
Authorized Signature

Juanita Strickland
Print Name of Signatory

If certified as a DBE or WBE, list the certifying agency: _____

Columbus Consolidated Government

Proposed Discount Pricing Structure

We are offering an additional 5-20% discount off our most aggressively already discounted matrix catalog. The matrix catalog on which the pricing is based has been competitively benchmarked against the big box and online competitors which results in discounts between 2-87% off manufactures list price. Core list items will receive an additional 20% from the already deeply discounted matrix price. All other items will receive an additional 5% off the already deeply discounted catalog matrix price. This results in an overall discount range of 7-93% off manufacturers list price. Core list may be modified over the length of the contract to add or remove items from the core list as the needs of Columbus Consolidated Government change.

*This information remains competitive proprietary property of Malone Office Environments

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg/Product Number	Unit Cost	Extended Cost
297	Tape Flags	956975	4PK BRIGHT SOLID TABS	PK	13	MMM686RALLY	\$5.33	\$69.29
298	Tape Flags	844290	POST-IT .5IN SIGN HERE AST 4PK	PK	18	MMM684SH	\$3.43	\$61.74
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303	Top Tabbed Folders	116855	2TAB FLDR LTR MAN 100	BX	32	UNV12112	\$5.89	\$188.48
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305	Top Tabbed Folders	116657	3-TAB FLDR LTR MANILA 100	BX	47	BSN17525	\$4.99	\$234.53
306	Top Tabbed Folders	163360	3TAB FLDR LGL MAN 100	BX	50	BSN17526	\$5.99	\$299.50
307	Top Tabbed Folders	221689	FOLDER 1/3CUT LTR MANILA 250	BX	56	BSN17525VP	\$9.80	\$548.80
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310	USB Flash Drive	642392	SANDISK CRUZER GLIDE 64GB USB	EA	17	VER49174	\$16.00	\$272.00
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315	Wall Calendars		2018 AAG MO LAMINATED 15X11	EA	15	MAL15X11L	\$3.54	\$53.10
316	Wall Calendars		18 AAG YR PLNMO WALL 24X36	EA	15	REDC171910	\$6.00	\$90.00
317	Wall Calendars		SD18 AAG MTH WALL 15X12	EA	19	AAGPM828	\$6.08	\$115.52
318	Wall Calendars		SD18 AAG MTH PLNMO WAL 15X22	EA	27	REDC171104	\$6.89	\$186.03
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322	Wall Organization	889186	EXPANDABLE WALL PKT LTR SMOKE	EA	28	UNV08162	\$1.50	\$42.00
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324	White Commodity Cut Sheet Pape	122374	COPYPLUS 8.5X11 COPY CS	CT	28	SPZEC851192	\$23.88	\$668.64
325	White Commodity Cut Sheet Pape	126987	8.5X14 COPY CS	CT	31	UNV24200	\$38.61	\$1,196.91
326	White Commodity Cut Sheet Pape	492072	8.5X11 30% REC COPY CS	CT	38	UNV20030	\$29.71	\$1,128.98
327	White Commodity Cut Sheet Pape	135848	8.5X11 COPY CS	CT	1,716	SPZEC851192	\$23.88	\$40,978.08
TOTAL EXTENDED COST:							\$78,885.47	

VENDOR NAME: Malone Office Equipment, Inc., dba Malone Office Environments

BID FORM
(PRICING PAGE A)
OFFICE SUPPLIES
(ANNUAL CONTRACT)
RFB No. 18-0009

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg/Product Number	Unit Cost	Extended Cost
1	Academic Calendars		AY18 MO DSK PAD VRGN PAP 21X16	EA	12	REDC1731	\$1.49	\$17.88
2	Adhesives	601642	GLUE SCHOOL 1-1/4 OZ WE	EA	12	EPIE301	\$0.79	\$9.48
3	Appointment Books - Wirebound		2018 DAYMNDR MTH BLACK 8X11	EA	11	REDCB1262VBL	\$4.50	\$49.50
4	Appointment Books - Wirebound		DURAFLEX MONTHLY PLANNER BLACK	EA	11	REDCB1262VBL	\$4.50	\$49.50
5	Appointment Books - Wirebound		SD18 AAG WK BLACK 8X11	EA	13	REDCB950VBLK	\$5.51	\$71.63
6	Appointment Books - Wirebound		2018 MNTH ATAGLNC APPT DSK 6X9	EA	16	REDCB1200VBL	\$4.01	\$64.16
7	Appointment Books - Wirebound		SD18 AAG WK RECY BK 8X11	EA	17	REDCB950VBLK	\$5.51	\$93.67
8	Appointment Books - Wirebound		2018 MNTH ATAGLNC APPT BK 9X11	EA	47	REDCB1262VBL	\$4.50	\$211.50
9	Appointment Books - Wirebound		2018 MNTHLY BLACK 8X11	EA	64	REDCB1262VBL	\$4.50	\$288.00
10	Archival Filing - Corrugated	478887	BOX FILE LTR/LGL WHITE 12/CT	CT	24	BSN42051	\$12.21	\$293.04
11	Archival Filing - Corrugated	825695	10PK ECONOMY STOR BOX	PK	78	UNV25223	\$7.00	\$546.00
12	Archival Filing - Plastic	759400	STOR-N-SLIDE TOTE	EA	11	WMT58QT	\$3.50	\$38.50
13	Badges & Lanyards	810386	BADGE REEL W/ SPRING CLIP BLK	PK	11	BAU68844	\$1.69	\$18.59
14	Ball Point Retractable Pens	612919	PEN BALLPOINT BLUE BARREL & INK	DZ	11	UNV15531	\$1.53	\$16.83
15	Ball Point Retractable Pens	270975	ZEBRA F-301 RT BP FINE BLACK 2	PK	14	ZEB27112	\$2.66	\$37.24
16	Ball Point Retractable Pens	343157	B2P RT BALLPOINT MEDIUM BLACK	DZ	15	UNV15530	\$1.61	\$24.15
17	Ball Point Retractable Pens	612916	PEN BALLPOINT BLK BARREL & INK	DZ	20	UNV15530	\$1.61	\$32.20
18	Ball Point Retractable Pens	563223	PEN RETR Z-GRIP 1.0MM BLUE	DZ	23	UNV15531	\$1.53	\$35.19
19	Ball Point Retractable Pens	343567	INKJOY 300 RT BLACK MEDIUM	DZ	38	UNV15540	\$3.07	\$116.66
20	Ball Point Stic Pens	382241	ROUNDSTIC GRIP BP MED BLACK 12	DZ	11	UNV27410	\$0.99	\$10.99
21	Ball Point Stic Pens	127878	PAPMATE BP STIC MED BLK DZ	DZ	13	UNV27410	\$0.99	\$12.87
22	Ball Point Stic Pens	143156	PAPMATE BP STIC MED BLU DZ	DZ	13	UNV27411	\$0.99	\$12.87
23	Ball Point Stic Pens	382242	ROUND STIC GRIP BP MED BLUE 12	DZ	15	UNV27411	\$0.99	\$14.85
24	Ball Point Stic Pens	123885	PEN BALLPT CRISTAL MEDBLK	DZ	16	UNV27410	\$0.99	\$15.84
25	Ball Point Stic Pens	442901	BIC ROUNDSTIC BP MED BLK 60	BX	46	UNV15613	\$3.56	\$163.76
26	Batteries	318931	COPPERTOP BATTERY AA 4 PK	PK	13	DURMN1500B4 Z	\$2.81	\$36.53
27	Batteries	867473	BATTERY AAA ALKALINE 24PK	PK	15	EVEEN92	\$9.00	\$135.00
28	Batteries	867474	BATTERY AA ALKALINE 24PK	PK	15	EVEEN91	\$9.32	\$139.80
29	Batteries	USEVE2032BP2	US EVE2032BP2 - BATTERY,LI,COIN,2032,3V2P	PK	48	EVE2032BP2	\$1.49	\$71.52
30	Better Binders	702875	3IN BLU BTR BINDER W VIEW WIN	EA	12	UNV20753	\$3.33	\$39.96
31	Better Binders	648821	1.5IN BLK BTRBINDER WVIEWWIN	EA	15	UNV20743	\$2.34	\$35.10
32	Better Binders	702874	3IN BLK BTR BINDER W VIEW WIN	EA	16	UNV20991	\$2.88	\$46.08

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg/Product Number	Unit Cost	Extended Cost
33	Better Binders	702879	3IN WHT BTRBINDER W VIEW WIN	EA	21	UNV20992	\$2.63	\$55.23
34	Better Binders	648819	1IN BLK BTR BINDER W VIEW WIN	EA	30	UNV20741	\$1.94	\$58.20
35	Better Binders	895621	3IN PUR BTR BINDER W VIEW WIN	EA	31	WLJ38549267	\$2.00	\$62.00
36	Better Binders	892167	3IN GRN BTRBINDER WVIEWWIN	EA	34	AVE79779	\$5.00	\$170.00
37	Better Binders	648822	2IN BLK BTR BINDER W VIEW WIN	EA	48	UNV34401	\$2.25	\$108.00
38	Better Binders	807717	3IN RED BTRBINDER WVIEWWIN	EA	50	WLJ385491797	\$2.00	\$100.00
39	Binder Clips	378813	CLIPS BINDER ASSORTED	PK	11	V10220+1-UNV1	\$2.95	\$32.45
40	Binder Clips	779991	CLIP MINI BINDER 9/16 BK	PK	12	UNV10199	\$0.50	\$6.00
41	Binder Clips	395200	144CT MED BINDER CLIPS	PK	13	UNV10210	\$11.76	\$152.88
42	Binder Clips	831594	SM BINDERCLIPS 40CT	PK	15	UNV11140	\$0.69	\$10.35
43	Binder Clips	831602	MED BINDERCLIPS 24CT	PK	37	UNV10210	\$1.96	\$72.52
44	Binder Clips	103549	MEDIUM BINDER CLIPS 12-CT.	PK	58	UNV10210	\$0.98	\$56.84
45	Binder Clips	831610	LGE BINDERCLIPS 12CT	PK	60	UNV10220	\$1.66	\$99.60
46	Binder Clips	103523	SMALL BINDER CLIPS 12-CT.	PK	103	UNV10200	\$0.59	\$60.77
47	Board Accessories	120741	EXPO DRY ERASE CLEANER	EA	18	UNV43661	\$1.29	\$23.22
48	Business Forms	356188	2 PART SPIRAL RECEIPT BOOK	EA	12	ABFSC1152	\$4.29	\$51.48
49	Business Forms	895933	THERMAL TIME CARDS E8-100	BX	14	LTHE8100	\$9.49	\$132.86
50	Business Forms	407766	\$ RECEIPT BOOK 3 PT CARBONLESS	EA	22	ABFTC1182	\$4.88	\$107.36
51	Business Forms	442806	TIME CARD ONE-SIDED 200CT	PK	40	TOP1260	\$4.95	\$198.08
52	Business Forms	498239	TIME CARDS #1-100 7000E	PK	40	LTHE7100	\$7.69	\$307.60
53	Business Forms	407807	\$ RECEIPT BOOK 2PT CARBONLESS	EA	60	ABFSC1152	\$4.29	\$257.40
54	Cables/Adapters/Hubs	320706	PROTECT IT! 15FT	IN	12	TRPTLP615	\$8.88	\$106.56
55	Cables/Adapters/Hubs	458478	7FT BLUE CABLE	EA	36	TRPN002007BL	\$1.11	\$39.96
56	Cash and Coin Handling	506121	MOISTENER FINGERTIP 3/8OZ	EA	12	LEE10050	\$0.91	\$10.92
57	Catalog Envelopes	381964	ENV 6X9 SS BROWN 28# 100CT	BX	19	BSN36660	\$5.28	\$100.32
58	Chair Accessories	816080	DOORSTOP GNT FT MGNTC YELLOW E	EA	12	MAS00967	\$2.00	\$24.00
59	Clasp Envelopes	186999	CLASP ENV BRN KRAFT 6X9 -100	BX	20	BSN36660	\$5.28	\$105.60
60	Clasp Envelopes	187021	CLASP ENV BRN KRAFT 9X12 -100	BX	55	BSN36663	\$6.09	\$334.95
61	Clipboards & Form Holders	607239	CLIPBOARD ALUMINUM LETTER	EA	12	SAU22517	\$5.22	\$62.64
62	Clipboards & Form Holders	329498	CLIPBOARD MEMO SIZE BLK/BLUE	PK	15	SAU00515	\$1.83	\$27.45
63	Clipboards & Form Holders	569264	SLIM CLIPBOARD STORAGE BOX	EA	18	SAU00558	\$5.56	\$100.08
64	Clipboards & Form Holders	1668218	STORAGE CLIPBOARD SAFETY ORANG	EA	31	SAU00579	\$5.56	\$172.36
65	Clipboards & Form Holders	112383	LETTER SIZE CLIPBOARD	EA	32	UNV40304	\$1.04	\$33.28
66	Coin Envelopes	535062	#1 COIN ENV BRN KRFT 24# 500CT	BX	28	UNV35300	\$8.47	\$237.16
67	Colored Copy Paper	490947	PASTELS 8.5X11 BLUE PAPER RM	RM	18	UNV11202	\$3.99	\$71.82
68	Colored Copy Paper	490936	PASTELS 8.5X11 GREEN PAPER RM	RM	66	UNV11203	\$3.49	\$230.34
69	Command and Mounting	884356	COMMAND LARGE PICTURE HANGING	PK	14	MMM17206ES	\$2.88	\$40.32
70	Commercial Envelopes	381912	ENVELOPE EZCLS #10 -500	BX	14	BSN04646	\$14.16	\$198.24
71	Commercial Envelopes	200519	ENVELOPE SECURITY GUM #10 -500	BX	16	BSN42206	\$10.79	\$172.64
72	Computer Cleaning & Maintenance	326197	ELECTRONICS DUSTER 7OZ4PK	PK	14	PDC50501213	\$0.99	\$13.86
73	Computer, Fax & Add Rolls	531178	ADD ROLL 1RL 2.25 X 150	RL	46	UNV35720	\$0.67	\$30.82
74	Computer, Fax & Add Rolls	667172	ADD ROLLS 2-1/4X85	PK	120	UNV35761	\$1.22	\$146.40
75	Correction Fluid & Pens	521906	CORRECT FLUID FOR ALL 20ML WE	EA	32	BICWOC12WE	\$0.69	\$22.08
76	Correction Tape	467258	LIQ. PAPER DISPOSAL DRY LINE	EA	12	UNV75602	\$0.87	\$10.38

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg/Product Number	Unit Cost	Extended Cost
77	Correction Tape	519018	10PK CORRECTION ROLLER	PK	35	UNV75802	\$8.65	\$302.75
78	Correction Tape	433427	OOPS CORRECTION TAPE 8PK	PK	37	UNV75806	\$3.99	\$147.63
79	Correction Tape	887181	TAPE DRYLINE CRCTN 2PK WE	PK	52	UNV75802	\$1.73	\$89.96
80	Correction Tape	483018	BIC WITE-OUT CORECTION TAPE 10	PK	53	UNV75612	\$5.62	\$297.86
81	Correction Tape	481054	CORRECTION TAPE 2	PK	169	UNV75802	\$1.73	\$292.37
82	Crates & Bins - Plastic	440122	FOLDING CRATE ON WHEELS	EA	17	UNV14110	\$10.00	\$170.00
83	Customizable Dividers	162099	AVERY BIGTAB 5TAB DIVIDERS WHT	ST	15	UNV20815	\$0.39	\$5.85
84	Customizable Dividers	477150	8-TAB WRITE-ON 4PK	PK	17	UNV20819	\$2.32	\$39.44
85	Customizable Dividers	462986	5X8 DIVIDERS 5 TAB INSERTABLE	ST	20	AVE11102	\$0.69	\$13.80
86	Customizable Dividers	493302	DIVIDERS INSERTABLE 5TAB CLR	PK	25	UNV21871	\$1.19	\$29.75
87	Customizable Dividers	491831	8-TAB INSERT POLY DIVIDER	ST	31	AVE11901	\$1.50	\$46.50
88	Customizable Dividers	462994	AVERY READY INDEX TOC 8 B&W	ST	40	AVE11132	\$1.45	\$58.00
89	Customizable Dividers	486276	8TAB WRITE ON DIVIDERS	ST	40	UNV20819	\$0.58	\$23.20
90	Customizable Dividers	153858	5 LRG TB CLR INDEX	ST	50	AVE11110	\$0.48	\$24.00
91	Customizable Dividers	688479	TAB DIVID 5TAB INDX INSRD CLRD	ST	50	AVE11109	\$0.48	\$24.00
92	Customizable Dividers	462762	WORKSAVER 8 TAB CLEAR	ST	54	AVE11124	\$1.09	\$58.86
93	Customizable Dividers	153866	INSERTABLE DIVIDERS 8TAB COLOR	ST	178	AVE11111	\$0.79	\$140.62
94	Desk Calendars		SD18 DAILY AAG TABREFL 3X6	EA	18	AGE717T50	\$1.19	\$21.42
95	Desk Calendars		2018 DAILY ATAGLNC REFILL 3X6	EA	26	REDC2R	\$1.09	\$28.34
96	Desk Pad Calendars	SRREDC1731	SR REDC1731 - PAD, DESK, MONTHLY	EA	11	REDC1731	\$1.49	\$16.39
97	Desk Pad Calendars	USHOD126	US HOD126 - REFILL, F/124 CALENDAR PAD	EA	15	REDC1731	\$1.49	\$22.35
98	Desk Pad Calendars		2018 AAG MNTH DESKPAD 22X17	EA	41	REDC1731	\$1.49	\$61.09
99	Desk Pad Calendars		RY18 DESKPAD 22X17	EA	239	REDC1731	\$1.49	\$356.11
100	Desk Pads	504126	DESK PAD PLN 50SHT 22X17 RECY	EA	14	REDA181724UE	\$5.69	\$79.66
101	Desk Sets- Fabric	1438857	CLOTH MAGAZINE FILE BL	EA	12	IDESNS1565	\$3.46	\$41.52
102	Desktop Stationery	484783	GRTR CERT HOLDER 9.5X12 BLK 6	PK	16	GEO45331	\$3.21	\$51.36
103	Disinfectant Sprays/Wipes	263236	LYSOL SPRAY FRESH SCENT 19 OZ	EA	16	RAC04675EA	\$5.79	\$92.64
104	Display Calculators	393935	SPL-150A CALCULATOR	EA	30	IVR15922	\$2.09	\$62.70
105	DVD Media	622850	100PK DVD+R SPINDLE	PK	15	IVR46891	\$8.00	\$120.00
106	Elec. Labeler Tape	388938	LABELLING TAPE WHT/BLK 1/2X23	EA	11	DYM45021	\$7.00	\$77.00
107	Elec. Labeler Tape	917889	BROTHER TZE-335 12MM WHT ON BK	EA	12	BRTTZE335	\$10.94	\$131.28
108	Elec. Labeler Tape	079511	TAPE 45013 BLACK ON WHITE	EA	16	DYM45013	\$9.11	\$145.76
109	Elec. Labeler Tape	385581	LABEL ADDRESS WHT 2 ROLLS/130	BX	19	DYM30251	\$5.88	\$111.72
110	Elec. Labeler Tape	377179	LABELS ADDRESS LABELWRITER-WE	BX	30	DYM30252	\$11.78	\$353.40
111	Elec. Labeler Tape	391614	LABELWRITER LBLs FILE FLDR WHT	BX	38	DYM30327	\$5.50	\$209.00
112	End Tabbed Folders	807789	HD FLDR ENDTAB FSTN 1&3 LTR MA	BX	11	UNV13120	\$12.77	\$140.47
113	End Tabbed Folders	509935	END TAB GREEN FLDR 100 CT LTR	BX	18	SMD25110	\$9.00	\$162.00
114	End Tabbed Folders	510255	END TAB YELLOW FLDR 100CT LTR	BX	21	SMD25910	\$9.00	\$189.00
115	End Tabbed Folders	575713	FILE PKCT ENDTAB LTR 3.5EXP RR	BX	26	BSN65791	\$10.20	\$265.20
116	End Tabbed Folders	509893	ENDTAB FLDR LTR MAN 100	BX	46	UNV13300	\$8.76	\$402.96
117	Expanding Wallets	2661443	FILE EXP 7PKT LTR BE	EA	13	CLI48305	\$3.33	\$43.29
118	Expanding Wallets	517326	EXPAND RD WALLETs X-WIDE W/TIE	EA	100	UNV13090	\$2.54	\$254.00
119	Facial Tissue	826830	TISSUE FACIAL BOUTIQ 6/PK	PK	14	WIN2430	\$5.09	\$71.26
120	Fastener & Classification Fold	831099	3TAB FAST LTR MAN 50	BX	13	UNV13420	\$12.75	\$165.75

Line #	Prod Class	SKU	Item Description	UOM	Qty	Mfg/Product Number	Unit Cost	Extended Cost
121	Fastener & Classification Fold	807777	FLDR TT FAST 1&3 LTR BLE	BX	14	UNV13521	\$13.61	\$190.54
122	Fastener & Classification Fold	807795	FOLDER FASTENR ENDTAB LTR GN	BX	14	UNV13522	\$13.88	\$194.32
123	Fastener & Classification Fold	807791	FOLDER FASTENR ENDTAB LTR RD	BX	36	UNV13523	\$13.61	\$489.96
124	File Pockets	227132	FILE 3.5EXP PKT WFLAP LTR	PK	11	SMD73892	\$7.06	\$77.66
125	File Pockets	418343	LGL 5.25 EXP. POCKETS 10PK	BX	16	BSN65798	\$5.69	\$91.04
126	File Pockets	418335	5.25IN FILE POKT LTR BRN 10	BX	17	BSN65792	\$6.18	\$105.06
127	File Pockets	704432	FILE POKT TOPTB TY LGL 5.25 BN	BX	19	BSN65798	\$5.69	\$108.11
128	File Pockets	418319	LGL 3.5 EXP. POCKETS 25PK	BX	20	BSN65794	\$8.00	\$160.00
129	File Pockets	SRPFX1524EYEL	SR PFX1524EYEL - STD PKT,3.5" YEL,LTR,25BX	EA	21	SMD73233	\$1.49	\$31.29
130	Frames	390836	10.5X13 PLAQUE IN INSTANT MAHO	EA	20	UNV76854	\$2.00	\$40.00
131	Gel Retractable Pens	559217	SIGNO GEL 207 RT BLUE	DZ	11	UNV39913	\$2.67	\$29.37
132	Gel Retractable Pens	807744	ENERGEL DELUXE RTX GEL PEN	DZ	11	UNV39913	\$2.67	\$29.37
133	Gel Retractable Pens	459795	SARASA GEL RETRACTABLE MED BLK	DZ	13	UNV39912	\$2.82	\$36.66
134	Gel Retractable Pens	648102	PILOT G2 RETRCT GEL BOLD BK DZ	DZ	13	UNV15540	\$3.07	\$39.91
135	Gel Retractable Pens	050552	G2 GEL PEN BLK .7MM FINE PT	PK	14	UNV39912	\$2.82	\$39.48
136	Gel Retractable Pens	050551	G2 GEL PEN BLU .7MM FINE PT	PK	19	UNV39913	\$2.67	\$50.73
137	Gel Retractable Pens	459796	SARASA GEL RETRACTABLE MED BLU	DZ	32	UNV39913	\$2.67	\$85.44
138	Gel Retractable Pens	429174	PILOT G2 RET FINE BLACK 12	DZ	35	UNV39912	\$2.82	\$98.70
139	Gel Retractable Pens	424575	PILOT G2 RT FINE BLU 12	DZ	36	UNV39913	\$2.67	\$96.12
140	Graphite Pencils	476919	12CT YELL PENCIL 10437	DZ	30	UNV55400	\$0.99	\$29.70
141	Hanging Folders	813110	REINFORCED HANG FLDR ASST 25	BX	11	UNV14121	\$7.88	\$86.68
142	Hanging Folders	116830	5TAB HANG FLDR LGL STDGRN 25	BX	12	BSN43570	\$4.89	\$58.68
143	Hanging Folders	726597	REINFORCD HANGFLDR STD GRN LTR	BX	12	BSN17533	\$4.59	\$55.08
144	Hanging Folders	266262	RECYCLED 1/5 STD GRN HANG-50PK	BX	13	BSN17533	\$9.18	\$119.34
145	Hanging Folders	116764	5TAB HANG FLDR LTR STDGRN 25	BX	33	BSN17533	\$4.59	\$151.47
146	Headsets-Earsets	420416	PLANTRONICS BLACKWIRE C435-M	IN	16	AMZCEL821	\$7.29	\$116.64
147	Heavy Duty View Binders	520163	AVY 1/2IN NONSTK VIEWBNDR BLU	EA	15	UNV20703	\$1.80	\$27.00
148	Heavy Duty View Binders	082701	HD VIEW BINDER 1IN BLK	EA	21	UNV20961	\$1.49	\$31.29
149	Highlighters	049022	HIGHLIGHTER MAJOR ACCENT PINK	DZ	12	UNV08865	\$2.68	\$32.16
150	Highlighters	559221	SHARPIE ACCENT RT YELLOW DZ	DZ	12	SAN28025	\$9.26	\$111.12
151	Highlighters	501684	HIGHLIGHTER MAJOR ACCENT PINK	EA	13	UNV08865	\$2.68	\$34.84
152	Highlighters	501312	HIGHLIGHTER 4008 CHISEL BLE	DZ	14	UNV08864	\$2.68	\$37.52
153	Highlighters	521163	LIQUID ACCENT ASSORTED 10	PK	14	SAN24415PP	\$7.68	\$107.52
154	Highlighters	167031	TANK HIGHTLR YELLOW DZ	DZ	22	UNV08861	\$2.72	\$59.84
155	Highlighters	224303	MAJOR ACCENT 6-COLOR ASST	PK	23	SAN25076	\$2.68	\$61.64
156	Highlighters	051165	HI-LITER 25025 BROAD TIP FYE	DZ	26	UNV08861	\$2.72	\$70.72
157	Inter-office Envelopes	472993	INTEROFFCE ENV KRFT 10X13 -100	BX	24	UNV42255	\$12.07	\$289.68
158	Jackets & Sorters	440373	JACKET FILE DT 2 EXP LTR MA	BX	176	BSN65799	\$5.00	\$880.00
159	Journal, Ledger, & Record Book	388309	BOOK WEEKLY TIME	EA	11	WLJS802	\$4.01	\$44.11
160	Journal, Ledger, & Record Book	886673	RECORD BOOK 300 PG BLUE	EA	20	RED56131	\$4.00	\$80.00
161	Laminating Machines & Accessories	489526	HOT LTR 5MIL POUCH 100PK	PK	11	FEL52040	\$12.00	\$132.00
162	Legal Forms	309934	LASER CMS W/O BAR 500 SHIPK	PK	14	TOP50126RV	\$17.64	\$246.96
163	Mailing Laser Labels	209882	AVY LSR LBL 3000PK 1X2 5/8	BX	16	UNV80102	\$5.55	\$88.80
164	Mailing Supplies	160788	BOTTLE MOISTENER	EA	16	UNV56502	\$0.42	\$6.72

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165	Mailing Supplies	323354	DAB N SEAL 50ML 4-PACK	PK	45	QUA56766	\$2.53	\$113.85
166	Mechanical Pencils	499731	PENCIL MECH QUIKCLICK .5MM SM	EA	17	PENPD345TA	\$2.23	\$37.91
167	Mice	862287	LOGITECH M100 MOUSE BLK	EA	18	IVR61014	\$5.99	\$107.82
168	Mice / Keyboard Combos	792257	LOGITECH WIRELESS MK320	EA	21	LOG920007897	\$14.00	\$294.00
169	Mouse Pads & Wrist Rest	IMIM1151271	IM IM1151271 - GRAY STANDARD MOUSE PAD	IN	30	IVR52449	\$0.99	\$29.70
170	Multipurpose Paper	044023	CASH RGSTRIPPOS PAPER 5 RLS/PK	PK	50	PMC05262	\$1.49	\$74.50
171	Multipurpose Paper	513096	8.5X11 MULTIUSE 20/96 CS	CT	82	UNV91200	\$25.75	\$2,111.50
172	Non-Machinable Labels	165787	3TAB FILE FLDR LBL	PK	13	AVE05202	\$1.55	\$20.15
173	Non-Machinable Labels	165803	3TAB FILE FLDR DARK RED LBL	PK	14	AVE05201	\$1.47	\$20.58
174	Non-Machinable Labels	409623	NOTE SEAL GOLD LBL	PK	240	AVE05868	\$1.94	\$465.60
175	Notebooks	SRSRPR69	SR SPRP69 - NOTEBOOK,STENO,6X9,GN	EA	12	UNV76610	\$0.88	\$10.56
176	Notebooks	USMEA09932	US MEA09932 - NOTEBOOK,9.75X7.5,100,BK	EA	12	UNV20940	\$0.98	\$11.76
177	Notebooks	658961	2 MINICOMP 3.25X4.5 80NR	PK	13	UNV20453	\$1.32	\$17.16
178	Notebooks	487568	CAMB ACTION PLNR 11X8 3/8 80CR	EA	15	UNV66353	\$2.49	\$37.35
179	Notebooks	1506914	NOTEBOOK STENO 6X9 GN	EA	20	UNV76610	\$0.88	\$17.60
180	Notebooks	919350	COMP BK BLK/WHT CR 100	EA	24	UNV20940	\$0.98	\$23.52
181	Notebooks	199984	5 TOPBND MEMOBK 3X5 75CR	PK	56	UNV20435	\$3.10	\$173.60
182	Packing Tape	523779	TAPE PACKING COMM 48MMX50M CL	RL	28	UNV61000	\$0.96	\$26.88
183	Packing Tape	444118	SCOTCH PAINTERS BLU MSKNK TAPE	EA	46	MMIM209024A	\$1.77	\$81.42
184	Packing Tape	779900	TAPE PACKING CRYST CLR 2X60YDS	RL	52	DUCS60C	\$1.50	\$78.00
185	Pads	685016	RECYCLED 12PK 6X9STENO PD 25774	DZ	11	UNV96920PK	\$4.90	\$53.90
186	Pads	163485	STENO BOOK GREEN 6X9 12 COUNT	DZ	19	UNV86920PK	\$6.16	\$117.04
187	Pads	SRTOP25098	SR TOP25098 - BOOK,MEMO,SPRAL,3X5,GLOW	EA	20	TOP25098	\$0.51	\$10.20
188	Pads	163840	PAD PERF LTR CAN 12	DZ	21	UNV10630	\$6.10	\$128.10
189	Pads	163873	PERF PAD JR LGL 12PK WH	DZ	35	UNV46300	\$4.20	\$147.00
190	Pads	163632	PERF PAD JR LGL5X8 CANAR	DZ	39	BSN63107	\$3.99	\$155.61
191	Pads	532853	STENO BOOK GREGG 80 SHT6X9 GRN	EA	97	BSN26741	\$0.96	\$93.12
192	Pads	163865	PADS WDE RULE 8.5X11.75 12PK	DZ	108	BSN63108	\$5.65	\$610.20
193	Paper Clips	670720	GEM CLIPS STANDARD SMOOTH	BX	21	UNV72210BX	\$0.18	\$3.78
194	Paper Clips	472506	JMB PPR CLP 100OCT	PK	28	UNV72220	\$3.99	\$111.72
195	Paper Clips	525681	CLIP PAPER STL #1/.034	BX	34	UNV72210BX	\$0.18	\$6.12
196	Paper Clips	472480	#1 PPR CLP 100OCT	PK	36	UNV72210	\$1.79	\$64.44
197	Paper Clips	525923	CLIP PAPER STL JUMBO .045	BX	135	UNV72220BX	\$0.40	\$54.00
198	PC Speakers	511282	CYBER ACOSTC AMPLFD SPKR SYSTM	EA	12	LOG980000012	\$11.07	\$132.84
199	Pen Refills & Bottled Ink	560830	ENRGL RET REFILL .7MM BLU	EA	12	PENLRN7C	\$0.89	\$10.68
200	Pen Refills & Bottled Ink	270967	ZEBRA REFILL F BP FINE BLK 2	PK	13	ZEB85512	\$1.23	\$15.99
201	Pen Refills & Bottled Ink	560858	ENRGL RET REFILL 1MM RED	EA	24	PENLR10B	\$0.60	\$14.40
202	Pen Refills & Bottled Ink	442367	IMPACT RT REFILL BLUE 2PK	PK	40	SAN65874PP	\$1.54	\$61.60
203	Pen Refills & Bottled Ink	396571	UNIBAL GEL IMPACT REFILL BLK 2	PK	44	SAN65808	\$1.54	\$67.76
204	Pen Refills & Bottled Ink	560856	ENRGL RET REFILL 1MM BLUE	EA	48	PENLR10C	\$0.59	\$28.32
205	Permanent Markers	814963	DURAMARRK PERM MARKER RED	DZ	25	UNV07052	\$2.26	\$56.50
206	Permanent Markers	167056	MARKERS BLACK DX	DZ	29	UNV07051	\$2.39	\$69.31
207	Permanent Markers	125328	SHARPIE FINE PERM BLACK 12/DZ	DZ	51	UNV07071	\$1.88	\$95.88
208	Personal Notebooks & Journals	USMEA43082	US MEA43082 - BOOK,STENO,SPELL WRTE,AST	EA	16	MEA43082	\$0.78	\$12.48

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209	Pls & Tacks	480117	500CT PUSH PNS CLR	PK	15	UNV31306	\$1.75	\$26.25
210	Pocket Folders	907701	2 POCKET PORT DK BLUE 10 PK	PK	100	UNV56638	\$2.10	\$210.00
211	Pocket Folders	920311	PORTFOLIO 4 PKT NAVY W FSTNR	EA	100	UNV57116	\$0.29	\$29.00
212	Poly Expandable	938919	POLY ZIP ENV MULTI SNAP BLUE	EA	80	CLI48117	\$0.39	\$31.20
213	Post It	504023	POST-IT 3X3 POP CAPE TOWN	PK	12	UNV35611	\$4.59	\$55.08
214	Post It	653415	POSTIT 3X3 SS POPUP CANARY 12	PK	12	UNV35664	\$2.79	\$33.48
215	Post It	689309	POST IT 1.5X2 MARSEILLE 24	PK	12	UNV35663	\$1.29	\$15.48
216	Post It	490943	NOTES 4X6 LINED 5PK ASSTPASTEL	PK	13	UNV35616	\$3.78	\$49.14
217	Post It	129957	POST-IT 1.5X2 CNRY 12PK	DZ	19	UNV35662	\$1.33	\$25.27
218	Post It	642260	POST-IT 4X4 POP SS LND CNRY 5P	PK	19	UNV35673	\$6.12	\$116.28
219	Post It	558253	POST-IT 4X6 S.S.CNRY LINED 5PK	PK	20	UNV35673	\$6.12	\$122.40
220	Post It	565438	STICKIES 3X3 POP REC YLW 12PK	DZ	28	UNV35664	\$2.79	\$78.12
221	Post It	105825	STICKIES 3X5 REC YLW 12PK	DZ	39	UNV35672	\$3.68	\$143.52
222	Post It	486955	SIMPLY NOTES 3X3 YELLOW 18PK	PK	46	UNV35698	\$2.93	\$134.78
223	Post It	105791	STICKIES 1.5X2 REC YLW 12PK	DZ	52	UNV35662	\$1.33	\$69.16
224	Post It	562896	POST-IT SUPER STICKY NOTES	PK	52	UNV35668	\$2.33	\$121.16
225	Power	1146537	THINKPAD 45W AC ADAPTER	IN	13	IMNTP45WAC	\$9.99	\$129.87
226	Pre-Printed Dividers	486151	READY-INDEX TRANSLUCENT 5 TAB	ST	14	AVE11816	\$2.85	\$39.90
227	Pre-Printed Dividers	806594	INDEX A-Z ASSORTED 1/SET	ST	19	UNV24812	\$1.44	\$27.36
228	Pre-Printed Dividers	257386	READY INDEX A-Z COLOR 1PK	ST	21	UNV24812	\$1.44	\$30.24
229	Pre-Printed Dividers	537472	TAB DIVID PREPRINTED A-Z GO	ST	30	UNV20812	\$1.49	\$44.70
230	Pre-Printed Dividers	901913	PRINTED PLSTC DIVIDERS JAN-DEC	ST	36	UNV20814	\$0.89	\$32.04
231	Pre-Printed Dividers	257451	READY INDEX JAN-DEC COLOR 1 PK	ST	41	UNV24810	\$0.89	\$36.49
232	Presentation Books	909610	BNDR DURACLIP 60CAP BLACK EACH	EA	25	DBL221401	\$1.39	\$34.75
233	Printing Paper	958823	ROLL THERMAL PPR 6/PK WH	PK	65	UNV35761	\$2.44	\$158.60
234	Report Covers	SRACC17023	SR ACC17023 - COVER, PRSTX, TOP, 8.5X11, DBE	EA	25	ACC17021	\$2.39	\$59.75
235	Report Covers - Pressboard	899726	COVER REPORT PRESSBOARD RD	EA	12	UNV80579	\$0.88	\$10.56
236	Report Covers - Pressboard	899676	COVER REPORT PRESSBOARD DKBLE	EA	30	UNV80573	\$1.02	\$30.60
237	Ribbons	392726	2-PACK CALC RIBBON RED/BLACK	PK	22	DPSR3027	\$1.99	\$43.78
238	Roller Stick Pens	640034	UNI-BALL JETSTREAM RT BLACK	DZ	15	UNV15540	\$3.07	\$46.05
239	Roller Stick Pens	302265	PEN ROLLER UNIBALL DLX XFN BK	DZ	18	UNV29120	\$2.00	\$36.00
240	Roller Stick Pens	498782	PEN ROLLER UNIBALL MICRO RD	EA	18	SAN60152	\$0.62	\$11.16
241	Roller Stick Pens	498774	PEN ROLLER UNIBALL MICRO BK	EA	24	SAN60151	\$0.62	\$14.88
242	Rubber Bands	383318	24PK BIG RUBBERBANDS	PK	12	UNV04117	\$0.69	\$8.28
243	Rubber Bands	646090	#18 RUBBER BANDS 1/4LB	PK	17	UNV00418	\$0.69	\$11.73
244	Rubber Bands	143297	#64-RBBR BND 1/4 LB	PK	23	UNV00464	\$0.69	\$15.87
245	Scissors	229690	ACME 3PK SCISSORS	PK	36	UNV92010	\$2.97	\$106.92
246	Sheet Protectors - Core	041157	ECONO SHEET PROT 200CT	BX	11	UNV21127	\$4.99	\$54.89
247	Sheet Protectors - Core	587141	PROTECTOR SHT FOLD-OUT CR	BX	12	CLI62237	\$11.02	\$132.24
248	Sheet Protectors - Core	486330	STD SHEET PROT-200CT	BX	28	UNV21127	\$4.99	\$139.72
249	Sheet Protectors - Specialty	623033	HOLDER FOR BUSINESS CARDS 3HP	ST	20	UNV26820	\$1.18	\$23.60
250	Specialty Binders	586243	1IN LEGAL BINDER BLACK	EA	52	AVE06400	\$4.98	\$258.96
251	Specialty Clips & Fasteners	103762	2IN STEEL FASTENER-2PC	BX	12	UNV81002	\$1.09	\$13.08
252	Specialty Clips & Fasteners	105007	ACCO 2IN FASTENER BASE 100 CT	BX	19	UNV81012	\$1.28	\$24.32

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253	Specialty Pens	228445	PAPERMAATE FLAIR MED RED 12	DZ	11	UNV50503	\$0.99	\$10.89
254	Specialty Pens	750946	SECURE-A-PEN ANTIMICR PEN BLK	EA	12	PMC05057	\$1.98	\$23.76
255	Specialty Pens	741188	SHARPIE PEN BLUE FINE DOZEN	DZ	19	UNV50501	\$0.99	\$18.81
256	Specialty Pens	741186	SHARPIE PEN BLACK FINE DOZEN	DZ	22	UNV50502	\$2.24	\$49.28
257	Specialty Pens	750944	SECURE-A-PEN ANTIM REPLACE BLK	EA	29	MMF28704	\$1.07	\$31.00
258	Stamps & Pads	920274	SELF-INK RECEIVED W/DATE STAMP	EA	14	COS011034	\$14.04	\$196.56
259	Stamps & Pads	871026	ACCUSTAMP2 SHUTTER SCAN W/MB	EA	17	UNV10157	\$4.29	\$72.93
260	Stamps & Pads	USUSSP5440BK	US USSP5440BK - PAD,RPL T5440 1-1/8X2,BK	EA	17	USSP5440BK	\$1.50	\$25.50
261	Stamps & Pads	556292	S.I.HVY DUTY DATE 1-1/4X1-13/16	EA	23	USST5030	\$12.79	\$294.17
262	Stamps & Pads	556305	S.I.HVY DUTY DATE 1-1/2X2-5/16	EA	28	USSE4820	\$7.11	\$199.08
263	Stamps & Pads	166850	CARTERS #1 FOAM STAMP PAD BLK	EA	30	AVE21381	\$0.94	\$28.20
264	Standard Round Ring Binders	374812	2IN WHITE VIEW BINDER	EA	12	UNV20982	\$2.88	\$34.56
265	Standard Round Ring Binders	520064	BINDER VIEW 1 WE	EA	18	UNV20962	\$1.29	\$23.22
266	Standard Round Ring Binders	321653	ECONOMY BINDER 1IN BLK	EA	72	UNV31401	\$1.12	\$80.64
267	Standard View Binders	975262	WHITE QUICKFIT VIEW BINDER	EA	12	UNV20744	\$2.49	\$29.88
268	Standard View Binders	082644	STAN VIEW BNR 2IN WHT	EA	14	UNV20982	\$2.88	\$40.32
269	Standard View Binders	059138	1.5IN WHITE VIEW SL RING BINDER	EA	20	UNV20744	\$2.49	\$49.80
270	Standard View Binders	082618	STAN VIEW BNR .5IN WHT	EA	28	UNV20952	\$1.44	\$40.32
271	Standard View Binders	082639	STAN VIEW BNR 3IN WHT	EA	28	UNV20992	\$3.08	\$86.24
272	Standard View Binders	082613	STAN VIEW BNR 1IN BLK	EA	30	UNV20961	\$1.49	\$44.70
273	Standard View Binders	082650	STAN VIEW BNR 1.5IN WHT	EA	36	UNV20744	\$2.49	\$89.64
274	Standard View Binders	1148579	QUICKFIT VIEWBNDR 1IN ROUND WT	EA	37	UNV20962	\$1.29	\$47.73
275	Standard View Binders	082646	STAN VIEW BNR 2IN BLUE	EA	42	UNV20733	\$2.75	\$115.50
276	Standard View Binders	082616	STAN VIEW BNR .5 BLK	EA	47	UNV20951	\$1.44	\$67.68
277	Standard View Binders	082638	STAN VIEW BNR 1IN BLUE	EA	51	UNV20713	\$1.94	\$98.94
278	Standard View Binders	082656	STAN VIEW BNR 1IN WHT	EA	57	UNV20962	\$1.29	\$73.53
279	Standard View Binders	816231	IN VIEW BINDER D RING WHITE	EA	84	UNV20712	\$1.87	\$157.08
280	Staplers - Desktop	504308	STAPLER METAL FULL BK	EA	18	UNV43128	\$1.99	\$35.82
281	Staplers - Desktop	489562	FULLSTRP STAPLER VALPK	EA	35	79000+00700+4	\$2.88	\$100.80
282	Staplers - Desktop	103846	BLK FULL STRIP PLASTIC STAPLER	EA	42	UNV43118	\$1.99	\$83.58
283	Staples & Staple Removers	854518	2-60 HEAVY DUTY STAPLES 2500CT	BX	11	SWI35550	\$3.07	\$33.77
284	Staples & Staple Removers	317313	STAPLE REMOVER CURVE HNDLE BK	EA	13	UNV10700	\$0.48	\$6.24
285	Staples & Staple Removers	504183	STD CHISEL 1/4 STAPLES	BX	16	UNV79000	\$0.55	\$8.80
286	Staples & Staple Removers	752463	OPTIMA PREMIUM STAPLES	BX	17	UNV79000	\$0.55	\$9.35
287	Staples & Staple Removers	109985	SF4 SPEEDPOINT STAPLES 5000CT	BX	33	UNV79000	\$0.55	\$18.15
288	Staples & Staple Removers	112276	STND STAPLES 25000CT	PK	38	UNV79000VP	\$2.49	\$94.62
289	Staples & Staple Removers	112284	5000CT STANDARD STAPLES	BX	167	UNV79000	\$0.55	\$91.85
290	Surge Protectors	199004	60L SURGE 709J 3FT WHITE	EA	30	IVR71653	\$4.99	\$149.70
291	Tape - Core	329504	SCOTCH MAGIC GREENER TAPE 3/4	PK	16	UNV83412	\$8.59	\$137.44
292	Tape - Core	211540	SCOTCH 6PK 3/4X650 MAGIC TAPE	PK	30	UNV83410	\$3.59	\$107.70
293	Tape - Core	489211	SCOTCHMAGIC TAPE 3/4X1000 10PK	PK	32	UNV83436	\$6.90	\$220.80
294	Tape - Core	495221	TAPE 3/4X1296	RL	578	UNV83436	\$0.69	\$398.82
295	Tape Dispensers	130674	BLACK TAPE DISPENSER	EA	39	UNV15001	\$1.29	\$50.31
296	Tape Flags	428553	POST-IT 1/2 FLAG BRIGHTS 4PK	PK	12	UNV99004	\$1.38	\$16.56



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

Online Ordering Quick Start Guide

Begin at: WWW.MALONEOFFICE.COM username: CCG password: malone

The login is in the top left corner of the webpage.

Your username is the first initial of your first name and your last name. Your username and initial password are in lowercase letters. Your initial password is **malone**. You will be prompted to change your password after the initial log in. If you ever forget your password you can click on *forgot password*, and the computer will email a temporary password to you.

Core items are the best value and should be purchased whenever possible.

To limit your search to core items go to *contracts* at the top right and choose *CCG core list* in the dropdown box. You can choose a detailed or summary view.

Core items are also marked  Items marked  are on Promotion

If the item you need is not on the core list, you can type what you need in the search box. Universal, Innovera, Boardwalk and Alera are our generic best value brands. If you purchase a name brand and a "best value" brand is available, the ordering system will suggest a lower priced substitute.

To order the product simply press *add to cart*. You may also press *add to favorites* for future ordering ease. The shopping cart icon in the top right-hand corner will show the number of items in your cart and the total price.

When you are done shopping click *checkout* in the top right-hand corner.

If you order for more than one location or cost center, click edit account details. There you will have a dropdown box under *department* to choose your correct cost center.

When you are done making changes click on *save order*, to work on the order later, or *place order*.

If your order requires approval, it will be submitted to your approver. If you do not require approval, your order will be delivered the next business day, if ordered by 5PM. If you require a rush am delivery, please call the office.

For approvers

From the order approval screen, you may approve, deny or edit any orders waiting approval. You may also review the history of any orders you have approved.

Once orders have been approved, they will be submitted to Malone's for delivery on the next business day. Orders after 5PM will be considered arriving the next business day.



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

Return Policy

Customers are our passion, and a priority focus on customer service is the cornerstone on which Malone Office Environments has built their business during the past 83 years.

We recognize that returns are a regular part of business. As part of our commitment to excellent customer service, it has always been our policy to make returns as easy as possible.

Malone's accepts return requests via the customer's preference of phone, fax, or email. Online return authorization and tracking is currently in development and is scheduled for release in December 2017. Any item may be returned within 30 days of receipt although it is required to be contained in its original packaging. The original packaging policy does not apply to damaged or defective items. Those items may be returned for replacement even if original packaging is not available.

Items that have been approved for return will be collected the next business day and credit issued the following day.

Return requests submitted beyond the thirty days required may be approved if the items are not discontinued and are in resalable condition.

Special Order items are subject to the return policy of the specific manufacturer.



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

Merchandise Return Request

Columbus Consolidated Government

Merchandise to Return:		
Return Reason:		
Please exchange for:		

Person requesting return: _____

Phone Number: _____

Voice 706.322.2513 Fax 706.324.2379
returns@maloneoffice.com
www.maloneoffice.com



Sample Invoice

The enclosed sample individual and bi-weekly invoice is just an example of the invoice options available.

Our invoice can be customized to meet any current or future requirements of Columbus Consolidated Government. Invoices can be provided in many electronic formats, including Cxml, Excel, and Access.



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

Bill To:
Columbus Consolidated Government
Accounting Division
PO Box 1340
Columbus, GA 31902-1340

Date: 07/05/17
Invoice# 0430-S
Acct# 27000
Sample Do not pay
Page 1 of 4

	Charge Dept	Total Per Department
Per Attached Detail	xxxxx.6075.64310	\$ 226.48
	xxxxx.6077.64260	\$ 36.70
	xxxxx.6210.64200	\$ 53.52
	xxxxx.7320.64200	\$ 13.02
	xxxxx.7330.64200	\$ 78.58
	xxxxx.7400.64200	\$ 112.36
	60.32.6077.64260	\$ 453.51
	Grand Total	\$ 974.18



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

Summary by Department

Page 2 of 4

Invoice 0430-S

Department	Sum of Total
Superior Court	\$ 112.36
Fleet Management	\$ 453.51
City Services	\$ 13.02
State Court	\$ 53.52
Adult Drug Court	\$ 78.58
Park Services	\$ -
Engineering	\$ 36.70
Police Department	\$ 226.48
Grand Total	\$ 974.18



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Fax: 706.324.2379
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Summary by Department

Page 3 of 4

Invoice 0430-S

Location	Sum of Total
Location 2	\$ 112.36
Location 5	\$ 13.02
Location 3	\$ 453.51
Location 8	\$ 53.52
Location 6	\$ 78.58
Location 7	\$ -
Location 4	\$ 36.70
Location 1	\$ 226.48
Grand Total	\$ 974.18



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Invoice # 0430-S Detail

Page 4 of 4

DATE	DESCRIPTION	QTY	UNIT PRICE	TOTAL
12-Apr-17	Police	xxxxx.6075.64310	Location 1	4899036 EPI E451 ADHESIVE,SPRAY,11OZ 24 \$167.76 \$13.42 \$181.18
12-Apr-17	Police	xxxxx.6075.64310	Location 1	4899036 EPI E451 ADHESIVE,SPRAY,11OZ 6 \$41.94 \$3.36 \$45.30
21-Apr-17	Engineering	xxxxx.9283.64260	Location 4	4899585 BOS 11921A DISPENSER, BLADE 1C/PK 2 \$33.98 \$2.72 \$36.70
05-Apr-17	State Court	xxxxx.7500.64200	Location 8	4898646 CAS BCP2811 PAPER,CLR CPY98BRT#28,WHT 1 \$22.70 \$1.82 \$24.52
05-Apr-17	State Court	xxxxx.7500.64200	Location 8	4898646 PIL 11009 MARKER,RAZOR POINT II,BK 1 \$10.67 \$0.85 \$11.52
19-Apr-17	State Court	xxxxx.7500.64200	Location 8	4899457 IVR 15968 CALCULATOR,DSKTP,LG DSPLY 1 \$16.19 \$1.30 \$17.49
13-Apr-17	City Services Center	xxxxx.7320.64200	Location 5	4899129 UNV 12113 FOLDER,MILA,1/3 CT,LTR,100 2 \$12.06 \$0.96 \$13.02
18-Apr-17	Adult Drug Ct	xxxxx.7330.64200	Location 6	4899370 UNV 10501 FOLDER,FILE,1/3C,LTR,BE 1 \$14.89 \$1.19 \$16.08
18-Apr-17	Adult Drug Ct	xxxxx.7330.64200	Location 6	4899370 UNV 00133 RUBBERBANDS,SIZE 33,1LB 1 \$3.85 \$0.31 \$4.16
18-Apr-17	Adult Drug Ct	xxxxx.7330.64200	Location 6	4899370 BRT TN450 TONER,HY,F/HL2270DW,BK 1 \$54.02 \$4.32 \$58.34
24-Apr-17	Superior Court	xxxxx.7400.64200	Location 2	4899653 SAM U86377 BNDR,1",VIEW,2PK,TE 4 \$8.67 \$2.77 \$37.45
24-Apr-17	Superior Court	xxxxx.7400.64200	Location 2	4899653 SAM U86378 BNDR,1",VIEW,2PK,LE 4 \$8.67 \$2.77 \$37.45
24-Apr-17	Superior Court	xxxxx.7400.64200	Location 2	4899653 SAM U86373 BNDR,1",VIEW,2PK,CORAL 4 \$8.67 \$2.77 \$37.45
04-Apr-17	Fleet Mgmt	60.32.6077.64260	Location 3	4898525 AVE 27178 MARKER,PERMANENT,BK 3 \$4.32 \$1.04 \$14.00
04-Apr-17	Fleet Mgmt	60.32.6077.64260	Location 3	4898525 UNV 79000 STAPLES,CHSEL PT,5M/BX 5 \$0.64 \$0.26 \$3.46
04-Apr-17	Fleet Mgmt	60.32.6077.64260	Location 3	4898525 MMM 65412SSAN NOTE,SUPER STICKY 12PK,NE 1 \$18.49 \$1.48 \$19.97
11-Apr-17	Fleet Mgmt	60.32.6077.64260	Location 3	4898619 HEW CF281XC TONER,HP 81X LJ HIGHLY,BK 1 \$385.27 \$30.82 \$416.09



1345 13th Avenue
Columbus, GA 31901
Phone: 706.324.2513
Fax: 706.324.2379
www.malonedirect.com

INVOICE

INVOICE NUMBER **xxxx559-0**

INVOICE DATE **04/27/17**

DEPARTMENT NAME **CITY SERVICES**

DEPT NUMBER **XXXX-XXXX-XXXX**

SAMPLE INVOICE - DO NOT PAY

COLUMBUS CONSOLIDATED GOVT ATTN: ACCOUNTS PAYABLE PO BOX 1340 COLUMBUS GA 31902 706-653-4000			COLUMBUS CONSOLIDATED GOVT GOVERNMENT CENTER 420 10TH STREET COLUMBUS GA 31901		
KELLIE		JAN BREEDEN	Net 30	SOUT	CHARGE
					113

4925	TRO	4925 PRINTY SELF-INKING STAMP Black Ink See attached signature.	EA	1	1	29.40	29.40
------	-----	---	----	---	---	-------	-------

Subtotal		29.40
Tax		
Total Due		29.40



1345 13th Avenue
Columbus, GA 31901
Phone: 706.322.2513
Fax: 706.324.2379
www.maloneoffice.com

Transition Outline

Malone Office Environments intends to begin implementation of the Columbus Consolidated Government contract immediately upon receipt of the list of CCG buyers names and email addresses.

Upon contract award, Malone Office Environments will, within 3-5 business days, send out via email the following to all Columbus Consolidated Government buyers:

- Username and password for online ordering
- Quick Start Guide for online ordering
- Contact information for their personal customer service representative

In addition, Malone Office Environments will schedule a lunch and learn catalog meeting and web training on site or at mutual agreed upon locations. This will aid the end users and educate them on how to recognize and search for core-contract items, ensuring that CCG buyers are receiving the best value.

Welcome boxes with full line catalogs and product samples will be delivered to each location specified in the proposal within 10 business days of contract award.

Within the first 30 days of contract award, the assigned account management team of Jan Breeden (outside/onsite) and Annica Ritchie (inside/customer service) will contact all CCG buyers and begin needs assessments with each to determine any specific requirements as it pertains to procurement of office products. This team of account managers has extensive previous experience with CCG buyers.

The above outline may be modified to meet any Columbus Consolidated timelines or requirements.

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

September 19, 2017

Addendum No. 1
Office Supplies (Annual Contract)
RFB No. 18-0009

Proposals should include acknowledgement of receipt for all Addenda:

Authorized Initials: 

Firm: Malone Office Environments

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

Question: Vendor submitted the following questions pertaining to lines on the bid form:
35. How many sheets per composition book, wide or narrow ruled? (Most common wide ruled 100 sheets).
53. CD envelopes with window. How many per box (50 is most common)
82. Sheet protectors ring – how many per box?
83. Sheet protectors top – how many per box?
84. Transparencies – how many per box?
85. – 87. Should be 12 per carton, but they also come in carton of 4.
168. No unit of measure – RL or 6PK is common. Also, what length, what is estimated quantity?
169. 3.5 floppy disks are discontinued. Do you still use?
170. Colored liquid paper is discontinued. Do you still use?
176. – 178. What is the estimated quantity to extend the cost on the copy paper?

Response: Please see attached *Revised Bid Form* (Form C).

Question: Not sure if you use the rebate to fund your department, but my management team has asked that I see if you are open to putting it back into the price of the product?

Response: The rebate incentive is no longer a requirement of this bid.

**Andrea J. McCorvey
Purchasing Manager**

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

September 28, 2017

Addendum No. 2

Office Supplies (Annual Contract)
RFB No. 18-0009

Proposals should include acknowledgement of receipt for all Addenda:

Authorized Initials: [Signature] Firm: Malone Office Environments

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

To better capture items used, the City will be sending out a new pricing page within a few days. Therefore, the due date for this RFB has been extended to 2:30 PM on Wednesday, October 25, 2017.

**Andrea J. McCorvey
Purchasing Manager**

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

October 2, 2017

Addendum No. 3

Office Supplies
(Annual Contract)
RFB No. 18-0009

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: [Signature]

Firm: Malone Office Environments

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

- 1) Question: 38. PAYMENT DEDUCTIONS. The City reserves the right to deduct, from payments award to vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License fees, Landfill fees, etc.

a. Please advise how this applies to office supplies.

Response: If a vendor awarded this contract is delinquent in paying any fees due to Columbus Consolidated Government, those fees may be deducted from contract payments to the vendor.

- 2) Question: 5. Contractor shall have the ability to deliver all core contract supplies next business day, desk-top delivery, to all requesting departments.

a. Can you please provide details to what desk-top delivery means to the City of Columbus?

b. Can you please provide all departments that will need desk-top delivery?

Response: Desk-top delivery shall mean that vendor will deliver items ordered, by any department, to the location/office specified. For a listing of departments, please

refer to Appendix No. 1, pages 33-36 of the specifications.

- 3) Question: 9. Vendor shall provide separate invoices for each department, by account number to the Accounting Division. A summary invoice for all departments, excluding the Law Library, shall be sent twice per month to the Accounting Division. The summary invoice shall include department name, location and charge account number used for each purchase.
- Can you please define account number? Does this mean department code or cost center?
 - Can you please provide the number of departments for the City?

Response: The account number is the Department cost center. The invoice and online ordering system should be able to accommodate the following Account Number set-up:

XXXX – XXX – XXX – XXXX – XXXX
Fund Dept Unit Activity Object

The City will provide the appropriate account number(s) for each department and/or division upon placing orders. For a listing of departments, please refer to Appendix No. 1, pages 33-36 of the specifications.

4) SPECIFICATION CHANGE

A. Page 11, General Specifications – Section I. Scope amended to read:

F. The City reserves the right to add core items as appropriate. The Bid Form, which is based on actual usage, shall be updated as necessary by the City, and is not to be considered "all inclusive".

B. The Bid Form (Pricing Page) has been updated to better reflect actual usage. The listing was provided by the City's current Office Supply Contractor, Staples. Therefore, any reference to Staples is strictly for descriptive purposes only, it is not meant to restrict competition in any way. Vendors can bid any item that meets or exceeds specifications.

See UPDATED BID FORM - Pricing Page A (Excel spreadsheet, attached as a link below), and UPDATED BID FORM - Pricing Page B (page 3 of this addendum).

- Submit a printed copy of both Pricing Pages (A & B) with bid response.
- Submit a digital copy of Pricing Page A, Excel spreadsheet, on a thumb drive with bid response.

Andrea J. McCorvey
Purchasing Manager

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

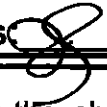
100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

October 4, 2017

Addendum No. 4

Office Supplies
(Annual Contract)
RFB No. 18-0009

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials:  **Firm: Malone Office Environments**

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

1) Question: Is it possible to get this [bid form] with the Staples part numbers on it? That way we can cross reference it easier.

Response: SKU numbers have been added to the pricing page for better identification of items. However, SKU numbers for 2018 calendars, etc., have not been provided. In the event of SKU numbers that may not cross-reference, vendor may bid items that meet or exceed specifications based on the Item Description.

See **UPDATED BID FORM - Pricing Page A** (Excel spreadsheet, attached as a link below), and **UPDATED BID FORM - Pricing Page B** (page 2 of this addendum).

- Submit a printed copy of both Pricing Pages (A & B) with bid response.
- Submit a digital copy of Pricing Page A, Excel spreadsheet, on a thumb drive with bid response.

Andrea J. McCorvey
Purchasing Manager

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

October 17, 2017

Addendum No. 5

Office Supplies
(Annual Contract)
RFB No. 18-0009

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: 

Firm: Malone Office Environments

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

1) Question: Can vendors submit with their bid response proposed modifications or clarifications to the terms and conditions that would be discussed and modified prior to final bid award?

Response: **Vendors can request clarification of the General Provisions prior to bid due date.**

2) Question: Catalog Discount Bid response: CCG (Columbus Consolidated Government) has requested a single discount from list for the remainder of the items in a vendor's catalog. There are wide differences in the discounts from list that a vendor can bid based on different product categories. For example, a vendor may be able to bid List Less 50% on Office Supplies, and only List Less 30% on Ink and Toner. Requiring a single discount from list does not allow vendors to be as aggressive in their pricing response. Suggested categories would be General Office Supplies, Ink & Toner, Paper, Business Machines and Furniture. In order to allow more aggressive bid responses, will Columbus Consolidated Government allow additional discount categories for the non-core pricing?

Response: **Vendors may provide discounts per category for non-core items.**

3) Question: Catalog Discount Bid response: In order to compare vendor proposals, the quoted discount from list price must be applied to every item in a product category. Otherwise

CCG may assume that all items are receiving a quoted discount only to find out later that many items were excluded and that CCG has paid a higher price than they anticipated. To insure a more accurate evaluation, will the quoted discount from list required to be applied to every item within a vendor catalog by product category without exception, or will vendors be allowed to exclude items from the quoted discount based on their cost, profitability, sourcing or stocking methods?

Response: Vendors shall delineate the non-core items or categories that will not be discounted.

4) Question: Paper price hold: The bid requires a price lock for 2 years on paper. Paper is a volatile commodity, and while this sounds like a good idea, it may prevent CCG from receiving the most aggressive pricing. As a vendor, we purchase billions of dollars in paper annually but are not able to negotiate 2-year price holds from our suppliers. With a 2-year requirement, vendors will have to build in a "hedge" against future cost increases into their bid price, increasing the cost to CCG. In order to receive the most aggressive pricing, will CCG allow paper pricing to be updated quarterly with a manufacturer letter per the update?

Response: Historically, the City has purchased paper via Georgia Statewide Contract and those prices have held for at least 3-4 years. Consequently, the City will not allow paper pricing to be updated quarterly.

PLEASE NOTE: The City reserves the right to review the Georgia Statewide Contract, or any other Cooperative Contract, to compare paper pricing with vendors submitting bid pricing for paper. Additionally, the City reserves the right to purchase paper via any comparable Cooperative Contract, if the contract cost is lower and meets the City's requirements.

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