

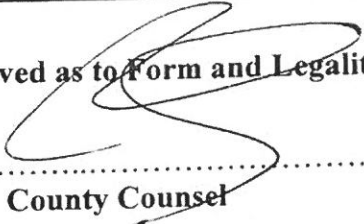
CONTRACT AWARDS					
CK09MERCER2023-13 PROPOSAL FOR OFFICE SUPPLIES FOR THE COUNTY OF MERCER AND CO-OP FOR A PERIOD OF TWO (2) YEARS					
RESOLUTION:2024-86					
CONTRACT TERM: JANUARY 25, 2024 THROUGH JANUARY 24, 2026					
	B2B SUPPLIES USA LLC DBA PRINTING SUPPLIES USA LLC.	C.M.F. BUSINESS SUPPLIES	PLASTIC EXPRESS INC.	STAPLES CONTRACT & COMMERCIAL LLC.	W.B. MASON CO. INC.
ADDRESS	10 SCHALKS CROSSING ROAD SUITE 501A-301	3622 KENNEDY RD.	667 LEHIGH AVE	500 STAPLES DRIVE	300 PROSPECT PLAINS RD.
CITY, STATE, ZIP	PLAINSBORO, NJ 08536	SOUTH PLAINFIELD	UNION NJ. 07083	FRAMINGHAM, MA 01702	CRANBURY, NJ. 08512
CONTACT	LUKE XU	P.J. HONSINGER	EDDIE H. HARDAHAEV	BILL ROHS	STEWART HINMAN
TELEPHONE	609-799-3800	908-753-0800	718-499-1119	732-672-5522	888-926-2766
FAX	609-228-7579	908-753-0420	908-624-9090	N/A	N/A
EMAIL	CUSTOMERCARE@PRINTINGSUPPLIESUSA.COM	DJ@CMF.NET	BIDS@PLESX247.COM	BILL.ROHS@STAPLES.COM	JOHN.VARGA@WBMASON.COM
WILL EXTEND TO COOP	YES	YES	YES	YES	YES
WEBSITE OR EMAIL	CUSTOMERCARE@PRINTINGSUPPLIESUSA.COM	DJ@CMF.NET	WWW.PLEX247.COM	BILL.ROHS@STAPLES.COM	WWW.WBMASON.COM
CONTRACT CONTACT TO ESTABLISH WEB ACCESS	LUK XU	D.J. HUNSINGER	EDDIE H. HARDAHAEV	BILL ROHS	JOHN VARGA
E-CATALOG WEB ADDRESS	WWW.PRINTINGSUPPLIESUSA.COM	CMFSUPPLIES.COM ; OFFICESOURCEFURNITURE.COM	HTTPS://ITEMINFO.COM/ HTTPS://WWW.BIGGESTBOOK.CO	WWW.STAPLESADVANTAGE.COM	WWW.WBMASON.COM

SUPPLIER	USERNAME	PASSWORD
B2B/PRINTING SUPPLIES	PURCHASING@MERCERCOUNTY.ORG	Buy2426@
W.B. MASON	MercerCounty2024-2026	buy2426@
STAPLES ACCOUNT # 1053615	MercerCounty2024-2026	Buy24136@
PLASTIC EXPRESS	REFER TO THE LINKS LISTED FOR E-CATALOG. APPLY AN ADDITION 50% DISCOUNT FOR ALL ITEMS FOR ALL ITEMS LISTED ON THE WEBSITES	
C.M.F. BUSINESS SUPPLIES	merc	mercOS24

W.B MASON			B2B SUPPLIES DBA PRINTING SUPPLIES		
<u>ITEM NUMBER</u>	<u>AWARDED ITEM</u>	<u>DISCOUNT</u>	<u>ITEM NUMBER</u>	<u>AWARDED ITEM</u>	<u>DISCOUNT</u>
	HON BRAND	52%	LINE 3:	DELL TONER AND DELL CARTRIDGES	0-40%
	GLOBAL BRAND	40%	LINE 4:	HELWLET PACKARD TONER AND CARTRIDGES	40-55%
LINE 3:	DELL TONER AND DELL CARTRIDGES	15%	LINE 5:	OEM TONER AND OEM CARTRIDGES	5-40%
LINE 2:	OFFICE TECHNOLOGY	24%	LINE 6:	REMANUFACTURED TONER AND CARTRIDGES	80%
LINE 12:	HOURLY RATE FOR DELIVERY AND SETUP FOR FURNITURE	\$60.00 FOR FURNITURE SETUP \$35.00 FOR CHAIR SETUP			
C.M.F BUSINESS SUPPLES					
<u>ITEM NUMBER</u>	<u>AWARDED ITEM</u>	<u>DISCOUNT</u>	<u>ITEM NUMBER</u>	<u>AWARDED ITEM</u>	<u>DISCOUNT</u>
LINE 1:	FURNITURE & ACCESSORIES	35%	LINE 9:	S.P. RICHARDS OFFICE PRODUCTS CATALOGUE	50%
LINE 12:	HOURLY RATE FOR DELIVERY AND SETUP FOR FURNITURE	\$95.00 -\$25.00 CHAIR ASSEMBLY	LINE 10:	UNITED STATIONERS CATALOGUE	50%
LINE 8:	STATIONARY SUPPLIES	(OFFICE PAPER ONLY)70% OTHER 50%	LINE 11:	ESSENDENT COMPANY CATALOGUE DISCOUNT FOR ITEMS NOT LISTED	50%
LINE 7:	GENERAL OFFICE AND SCHOOL SUPPLIES	60% <u>UNIVERSAL BRAND</u> & 35% OTHER			
STAPLES CONTRACT & COMMERCIAL LLC.					
<u>ITEM NUMBER</u>	<u>AWARDED ITEM</u>	<u>DISCOUNT</u>			
LINE 7:	GENERAL OFFICE AND SCHOOL SUPPLIES	68.25%			
	REFERENCE OTHER BRANDS (UNION SCALES /STAPLES	58.5%			
LINE 8:	STATIONARY SUPPLIES	68%			
LINE 5:	OEM TONER AND OEM CARTRIDGES	38%			

Approved as to Form and Legality

Date



February 8, 2024

County Counsel

PARTIAL AWARD OF BID RECEIVED NOVEMBER 17, 2023 TO MULTIPLE VENDORS FOR OFFICE SUPPLIES AND STATIONERY SUPPLIES FOR THE COUNTY OF MERCER AND THE MERCER COUNTY COOPERATIVE PURCHASING SYSTEMS. PERIOD JANUARY 25, 2024 THROUGH JANUARY 24, 2026 NOT TO EXCEED: \$1,000,000.00. (ANNUALLY: \$500,000.00) FROM MULTIPLE ACCOUNTS (CK09MERCER2023-13)

WHEREAS, the Mercer County Purchasing Department has advertised for bids for Office Supplies and Stationery Supplies for the County of Mercer and the Mercer County Cooperative Contract Purchasing, a for a period of two (2) years, as authorized through Resolution No. 2018-89, adopted February 8, 2018; and

WHEREAS, five (5) sealed bid were received on November 17, 2023 in connection with the aforementioned services; and,

.....
Clerk to the Board

RECORD OF VOTE													
COMMISSIONERS	Aye	Nay	N.V.	Abs.	Res.	Sec.	COMMISSIONERS	Aye	Nay	N.V.	Abs.	Res.	Sec.
Frisby	X					✓	Stokes	X					
Lewis	X						Walter	X				✓	
McLaughlin				X			Cimino	X					
Melker				X									

X—Indicates Vote Abs.—Absent N.V.—Not Voting
 Res.—Resolution Moved Sec.—Resolution Seconded

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WHEREAS, the bidder hereinafter designated are the lowest qualified bidders; and,

WHEREAS, the bids received for Office Supplies and Stationery Supplies for the County Mercer and Mercer County Cooperative Purchasing Systems, shall be awarded for the period of two years in the total amount not to exceed \$1,000,000.00; for the period of January 25, 2024 through January 24, 2026 as follows:

**B2B SUPPLIES USA LLC DBA PRINTING
SUPPLIES USA LLC.
10 SCHALKS CROSSING ROAD
SUITE 501A-301
PLAINSBORO, NJ. 08536**

**STAPLES CONTRACT &
COMMERCIAL LLC.
500 STAPLES DRIVE
FRAMINGHAM, MA. 01702**

**C.M. F. BUSINESS SUPPLIES
3622 KENNEDY RD.
SOUTH PLAINFIELD, NJ. 07080**

**W.B. MASON CO. INC.
300 PROSPECT PLAINS RD.
CRANBURY, NJ. 08512**

**PLASTIC EXPRESS INC.
667 LEHIGH AVE.
UNION NJ. 07083**

WHEREAS, the Chief Financial Officer of Mercer County has certified in writing the availability of funds, for the purposes set forth in this Resolution; said certification is on file with the Clerk to the Board and made a part hereof, and such funds are contingent upon the approval of the 2024, 2025, and 2026 Mercer County Budgets; now, therefore;

BE IT RESOLVED, that the County Executive and Clerk to the Board are hereby authorized to execute contracts on behalf of the County of Mercer when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Purchasing Department for further distribution.


.....
Clerk to the Board

NOTICE TO BIDDERS

Notice is hereby given that on **November 17, 2023 at 11:30 A.M.** (Prevailing time), electronically sealed bids will be opened and conducted in electronic platform in accord with N.J.A.C. 5:34-1 et. Seq., on BidNet Direct at <https://www.bidnetdirect.com/new-jersey/mercercounty> at which time and place the sealed bids will be opened publicly and read via live-stream by the Purchasing Agent in the Mercer County McDade Administration Building, 640 South Broad Street, Room 321 Third Floor, Trenton, New Jersey for:

CK09MERCER2023-13 OFFICE SUPPLIES AND STATIONERY SUPPLIES FOR THE COUNTY OF MERCER AND THE MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM FOR A PERIOD OF TWO (2) YEARS

Sealed bids will be received by the Mercer County Purchasing Agent acting as Lead Agent on behalf of all contracting units located within the geographic boundaries of Mercer County for the Mercer County Cooperative Contract Purchasing System.

NOTE:

It is the bidder's responsibility to ensure that the bid package is uploaded by the bid opening date and time. Any bid document received after the deadline established by the Department of Purchasing will not be accepted, regardless of the method of delivery. Bid documents may be obtained from the bid platform BidNet Direct at <https://www.bidnetdirect.com/new-jersey/mercercounty>.

BID SUBMISSIONS:

Bids shall be electronically uploaded. NO physical bids shall be received, opened or honored. Please contact BidNet for any questions or assistance with electronic bid submission 1800-835-4603 Option 2.

BID OPENING INFORMATION

Webinar link/password will be posted in a timely manner for the Live-Stream of opening before the bid opening date. During the bid opening process, the bidders will be announced as well as bid total amounts if applicable. A bid review providing unit prices will not take place at the openings.

Any Bid Addenda will be issued on the BidNet website <https://www.bidnetdirect.com/new-jersey/mercercounty> and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested bidders should check the website from now through bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Bidders are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

COUNTY OF MERCER, NEW JERSEY
Purchasing Department 609- 989- 6710
CK09MERCER2023-13

REGISTER TO DO BUSINESS WITH THE COUNTY OF MERCER

The County of Mercer is now using BidNet Direct as its electronic bidding service. All new bid opportunities will now be posted and available on the BidNet website.

REGISTER: <https://www.bidnetdirect.com/new-jersey/mercercounty>

Need assistance registering on the BidNet platform? Please follow:

<http://www.mercercounty.org/home/showdocument?id=19770> or please contact BidNet's Vendor Support Department at 800-835-4603, Option 2. ****Please note registration is free to view, print, download and submit bids electronically for the County of Mercer.***

COUNTY CONTRACT PURCHASING SYSTEM

County Cooperative Contract Purchasing is specifically provided for in N.J.S.A. 40A:11-11(6) and N.J.A.C. 5:34-7.21.

County Cooperative Contract Purchasing is a Cooperative Purchasing System that may be created only by a county. Using only its own needs, the county advertises for the receipt of bids and awards a contract to the successful bidder. With the approval of both Mercer County and the vendor, contracting units located within the geographic boundary of Mercer County may purchase under the contract subject to its specifications, terms and conditions.

VENDOR WILL EXTEND CONTRACT PRICES TO THE "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" PARTICIPANTS

1.
 - Check here if willing to provide the goods and services herein bid upon to local governmental contracting units located within the County of Mercer without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders will be placed directly by the contracting units, subject to the overall terms of the contract to be awarded by the County of Mercer, and that no additional service or delivery charges will be allowed except as permitted by these specifications.
 - Check here if not willing to extend prices to contracting units located in the County of Mercer. It is understood that this will not adversely affect consideration of this bid with respect to the needs of the County of Mercer. The contract for the stated needs of the County will be awarded to the lowest responsible bidder, and specifically not made available to contracting units within the County of Mercer.

2. In accord with N.J.A.C. 5:34-7.25 (2), should the lowest responsive and responsible bidder not choose to extend bid prices to local units within the Mercer County Cooperative, the County of Mercer will seek if the next lowest bidder will be desirous of extending their proposal to local units within the cooperative. In such instances the County of Mercer will award to the lowest responsible bidder for the needs of the County of Mercer and award to the next lowest responsible and responsive bidder extended prices to local units, within the county. This will occur until a suitable willing proposer is desirous of extending prices or the County is without a next lowest bidder desirous of extending pricing.

**CATALOG BID FOR OFFICE SUPPLIES AND STATIONERY SUPPLIES FOR THE COUNTY OF MERCER
CONTRACT TERM: TWO YEARS**

INTENT

The County of Mercer requests bids for office supplies and stationery supplies for a period of two years for the County and Cooperative Contract Purchasing System Members. Contracts shall commence December 2023; all questions must be sent via BidNet portal or via email to ohibbert@mercercounty.org no later November 9, 2023.

BASIS FOR AWARD

The County reserves the right to award multiple contracts based upon the highest discount by category off of the 2023 S.P. Richards, 2023 United Stationers or 2023 Essendant Inc. catalogs. The County will award two (2) contracts for the office supplies category. Awarded vendors shall provide new catalogs/e-catalogs for each subsequent year and although pricing may change per the current catalog, **the discount shall remain firm during the term of the contract.**

CATALOG WITH BID PROPOSAL

All bidders shall submit their catalog, pricelist and or e-catalog with the bid response. This is a requirement.

USAGE REPORTING

The County requires a monthly utilization report of all purchases from each awarded vendor.

Awarded vendors shall provide e-catalogs with net pricing for those items/categories awarded by the County. The e-catalog pricing must reflect the list price and the contract pricing. Awarded bidders shall provide agencies with login and passwords at the commencement of the contract. Bidders shall provide a contact person to coordinate agency accounts. **One countywide account for all users is encouraged; bidders shall provide a contact person to coordinate agency accounts if setting up individual accounts. There are approximately about 20-30 users and this can vary depending on using agency.**

Successful bidders shall be required to deliver current catalogue(s) to each Agency office and shall provide approximately 20 catalogs per year if requested from County using agencies.

The County shall not be bound to any minimum or maximum purchases. No guarantees are made as to items or quantities to be purchased and discounts offered shall prevail for the life of the contract regardless of the actual amount expended, whether more or less than the estimated dollar volume. In the event of a manufacturer's price decrease during the contract period, the County shall receive the full benefit of such price reduction. **Failure to report price reductions will result in cancellation of contract for cause.**

The County reserves the right to purchase items from state contract. The County reserves the right to bid separately for any commodity represented in the catalogue. Contracts shall be awarded for a period of two years. Discounts shall remain in effect for the two year term for the current and future catalog releases during the two year period. Delivery shall be F.O.B. county locations.

FURNITURE DELIVERY AND SET-UP

The County will pay for delivery and setup for furniture and bidders shall provide an hourly rate for delivery and set-up on the proposal page.

Vendors may extend pricing to the County Cooperative Contract Purchasing System based upon the contract awarded by the County. **Floor fees and restocking fees shall not be assessed.**

WEBSITE ACCESS

The awarded vendors shall provide website access with instant pricing as awarded by the county and provide access to electronic catalogs.

Contract commences on or about December 2023 with the web-based interactive ordering system in place and ready for use by the divisions. Shall provide the County and Cooperative membership with login and passwords at the commencement of the contract. Shall designate a contact person to coordinate agency accounts.

DELIVERY

Delivery personnel shall be uniformed, with visible identification. Delivery personnel may be subject to submit a security background check. Bidders are to familiarize themselves with the locations and conditions at each site (stairs, elevators, parking, and access). Inside, overnight, "desk-top" delivery shall be made to every office, all floors, all County locations. Deliveries shall be packaged individually for each office with County format billing. Bidders shall provide a delivery and set-up fee for furniture.

With the exception of furniture, delivery shall be provided within two days from receipt of purchase order. Extensions of time specified for delivery will be permitted only with the consent of the County's ordering agency. **If delivery delays do occur the contractor must provide notification within 48 hours.**

The County shall be accorded a liberal return policy with no restocking charge.

Exchanges and return pick-ups will be handled within forty-eight hours of notification by the County. Orders will be given to the driver when he/she makes deliveries.

Billing and shipping will be stated on the Purchase Order by the ordering Agency. The vendor's billing shall show:

- a. The catalog price
- b. The rate of discount
- c. The net cost

In the event of a manufacturer's price decrease during the contract period, the County shall receive the full benefit of such price reduction. Failure to report price reductions will result in cancellation of contract for cause

Sales or technical field representatives may be required to call upon and consult with the County's using agencies regarding their requirements. The contractor shall designate one account representative for the County. The County reserves the right to request weekly visits to service the account.

The awarded vendors shall designate below a representative, by name and telephone number, fax, and E-mail.

CATALOGS

The awarded contractors shall deliver catalogues to each ordering office and shall provide approximately 20 catalogs per year to the Department of Purchasing, Room 321, 640 S. Broad Street, Trenton, New Jersey, 609 989 6710 if requested. **The County of Mercer will reach out upon award for physical catalogs base on agency requests if any are required. We estimate 2-3 agencies who will request physical copies.**

AWARDED VENDORS SHALL PROVIDE A LINK TO E-CATALOGS WITH NET PRICING FOR THOSE ITEMS/CATEGORIES AWARDED BY THE COUNTY.

REFERENCES

References, bidders must submit three current references from accounts similar in size and volume.

PRODUCT CATEGORIES

Bidders shall provide a discount and pricing as follows on the proposal page:

1. FURNITURE AND ACCESSORIES

Wood and/or metal desks and chairs, conference tables, computer furniture, drafting furniture and stands, racks and storage files, lateral and vertical file cabinets, desk accessories, chair mats etc.

2. OFFICE TECHNOLOGY AND PRINTER, FAX, AND MACHINE SUPPLIES, ELECTRONICS AND COMPUTER SUPPLIES (EXCLUDING COMPUTERS, LAPTOPS, FAX MACHINES, PRINTERS, MONITORS, KEYBOARDS, AND TELEVISIONS)

Shredders, office machines, computer supplies, calculators, clocks, ribbons, diskettes and supplies, electronic organizers, audio visual, data storage media, dictation tapes and equipment, easels, telephone headsets, batteries, etc.

3. DELL TONER AND PRINTER CARTRIDGERS

4. HP TONER AND PRINTER CARTRIDGES

5. OEM TONER AND OEM CARTRIDGES

6. REMANUFACTURED TONER AND PRINTER CARTRIDGES

7. GENERAL OFFICE AND SCHOOL SUPPLIES

All other items routinely used in an office/desktop setting, i.e., pads, pencils, pens, forms, binders, markers, high lighters, label makers, folders, labels, date books, organizers, filing supplies, stamps, staplers, surge protectors, power strips, art & drafting supplies, post it notes, rubber bands, paper clips, staplers, interoffice envelopes, wall calendars, desk calendars, glues & adhesives, correction supplies, etc.

8. STATIONERY SUPPLIES

This includes copy paper, color paper and envelopes.

9-10. % DISCOUNT FOR CATALOGUE ITEMS NOT LISTED

11. BIDDERS SHALL PROVIDE AN HOURLY RATE FOR FURNITURE DELIVERY AND SET U

CATEGORY 1 – FURNITURE & ACCESSORIES	
1	Accessories – To include but not limited to: Back and Footrests, Furniture Sliders, Felt Pads and Floor Savers and Touch-up Kits
2	Boards – Dry Erase, Bulletin (Planning & Cork), Bulletin Bars, Message, Cubicle and Personal
3	Bookcases – Various Types and Sizes (i.e. Laminated, Metal and Book Carts
4	Cabinets – Pantry Types, Base and Wall (Various Types and Sizes), Storage
5	Charge & Media Carts – Various Types and Sizes – Projector and TV
6	Coat and Garment Racks
7	Computer Furniture
8	Desks/Conference Tables – Various Types and Styles
9	Easels – Cubicle, Mobile, Magnetic and Presentation, Light and Heavy Duty, Telescoping
10	Files - Lateral (Various Types and Sizes), Vertical (Various Types and Sizes), Mobile Systems, Open Shelving,
11	Lecterns & Speaker Stands – Various Types and Sizes (i.e. Mobile, Tabletop and Multipurpose
12	Lighting – Desk, Floor, Strip and Task Type
13	Lockers – Various Types and Sizes
14	Monitor Arms – Various Types
15	Office Suites – Laminate, Metal and Veneer
16	Seating – Executive and Task Types, Stools, Guest with and without arms, Lounge and Reception, Folding and Nesting, Stacking (Includes Mobile)
17	Seating Accessories – Chair Mats, Caster & Glides, Floor Mats,
18	Shelving – Bulk and Heavy Duty Storage (Stationary & Mobile)with Decking (Particular Board and Wire)
19	Tables – Adjustable (Various Types and Sizes), Accent and Occasional, Training Types and Collaborative
20	Work Stations & Modular Systems

CATEGORY 2 – OFFICE TECHNOLOGY EXCLUDING COMPUTERS, LAPTOPS, FAX MACHINES, PRINTERS, MONITORS, KEYBOARDS, AND TELEVISIONS

1	Audio Visual – (i.e. Projection Screens, Laser Pointers-(All Types), Multi Media Speakers, Headsets
2	Batteries & Chargers – All Types and Sizes
3	Binding Equipment – All Types and Sizes Manual and Electric - (i.e. Plastic Comb, Wire, and Thermal)
4	Cables and Networking Accessories – (i.e. HDMI Cables, USB Cables, Mobile Device Cable, Charge and Sync Cables, Switch& Adapter, USB Hubs, Cable Management-(One Wrap Ties, Cord Bundlers, Cord Clips)
5	Calculators – Printing–All Types and Sizes (i.e. desk top, and hand held), Graphic, Scientific & Display
6	Calculator Supplies – Ribbon and Ink Roller
7	Cleaners – Key Wipes, Screen Wipes (Wet & Dry)Various Types, Air Duster
8	Data Storage – Data Cartridges – Various Types and Storage Sizes (i.e. CDS & DVD'S) Flash Drives – Various Types and Storage Sizes, USB Drives, Memory Cards,
9	Data Storage Management – CD/DVD Slim Cases, Thin Jewel Cases, CD/DVD Envelopes,
10	Data Storage Labels – Laser CD Labels
11	Label Makers – Various Types and Sizes
12	Label Maker Tapes – Various Types and Sizes
13	Laminating Machines – Various Types and Sizes
14	Laminating Supplies –Laminating Pouches (Thermal, UltraClear, SelfSeal, Peel & Stick), Clear Self Adhesive
16	Mice & Keyboard Trays – Various Types and Sizes
17	Mice & Keyboard Accessories – Mouse Pad - Various Types and Sizes
19	Tablet & CPU Stands – Various Types and Sizes
20	Shredders – Various Types and Sizes (i.e. Autofeed, Commercial, Large Office, Medium Office, Small (Home) Office
21	Shredder Supplies – Waste Bags and Shredder Oil
22	Power Strips – Surge Protectors – Various Types, Sizes and Lengths
23	Telephone Head Sets – Various Types and Sizes
24	Telephone Accessories – Shoulder Rests,
25	Time Clocks & Accessories – Light and Heavy Duty Automatic Time Recorders, Digital Document Control Stamp and Time Clock Cards, and Swipe Card/Badge Racks

CATEGORY 7- GENERAL OFFICE AND SCHOOL SUPPLIES

1	All Writing Instruments - Pens (to include, but limited to: Ballpoints (to include Refills), Rollerball, Gel, Porous Point, Permanent & Dry Ease Markers, Highlighters) Pencils (Mechanical to include Lead Refills and Erasers) & Woodcase
2	Badges & Accessories - (Self Adhesive, Printable & Badge Kits)
3	Binders – Heavy & Light Duty, Flexible Types, View & Non-View, Presentation, All Ring Types, Hanging, Specialty, Unique Sizes
4	Binder Accessories – Tabs, Presentation Tabs, Dividers (All Types-Customizable, Insertable, Printed, Self- Adhesive and Specialty etc.), Sheet Protectors (Various Types)
5	Binder Presentation – Sheet Protectors, Report Covers (With and Without Punches and Pockets), Pressboard Types
6	Binding Supplies – Binding Components (Plastic, Spines, Combs, Wire and Covers.
7	Calculator - Ribbons and Tape Rolls
8	Calendars, Organizers and Planners - (All Types and Sizes, i.e. Desk, Wall & Wall Erasable, At-A-Glance, etc.)
9	Certificates – All Types and Sizes
10	Clips & Binding - (Various Types and Sizes), Paper (Various Type and Sizes) and Wall Clips (Magnetic & Fabric Panel Types)
11	Clipboards – All Types and Sizes
12	Clocks - Wall
13	Correction Materials – Film, Liquid and Tape
14	Date Stamps & General Stamps - i.e. CONFIDENTIAL, COPY, FILE COPY, DATERS, ORIGINAL, PAID, PAST DUE, VOID, etc. Pre-Inked and Non-Inked (NO CUSTOM ORDERS)
15	Date Stamp Accessories – Ink Pads and Bottled Ink
16	Desk Accessories – All Types and Sizes (i.e. Calendar Holders, Letter Trays, Pencil Holders, Multi- Functional File Organizers, Desk Tray Organizers, Desk Pads, Desktop Copy Holders, Bookends, etc.)
17	Erasers – Writing, Whiteboard, Chalkboard
18	Envelope Openers - Envelope Moisteners, Envelope Moisteners and with Adhesive, Finger Tip Moisteners
19	Filing Folders and Accessories - (i.e. Filing Folder-All Types (i.e. Classification, Fastener Top and End Tabs), Expanding and Expanding Pockets, Jackets- Paper and Poly, Labels, Labeling Systems, Manila Folders- (All Colors), File Pockets, Hanging Files, Filing Fasteners and Frames
20	Frames – All Types and Sizes – (Award, Document & Certificate, Diploma, i.e. Leatherette, Wood and etc.)
21	Glue and Adhesives – Sticks, Multi-Purpose (All Types)
22	Index Cards – Colored, Printable and Various Sizes and Index Card Files

CATEGORY 7 CONT' D

23	Labels – Color Coding, Address and Mailing, Filing, Multipurpose, Shipping, Specialty and all types and sizes
24	Laminating – Sheets and Supplies (Excludes Laminating Machines)
25	Stationary- paper, envelopes
26	Letter Openers – Hand Held, Concealed Safety Blade
27	Notebooks & Pads – Executive Type, Record, Basic and Premium Writing Pads, Wire Bound-All Types and Sizes, Steno, Memo, Legal and Easel Pads
28	Packaging Supplies – Bubble & Padded Mailers, Fiberboard Mailers, Chipboard, Mailing Tubes, Shipping Boxes, Cushioning (Various Types), Tape (Various Types), Tape Dispensers
29	Paper Trimmers – Guillotine and Rotary
30	P-Touch Tapes – (All Type and Sizes)
31	Post-It Notes – All Types and Sizes (Self-Stick Notes, Tabs and Flags, etc.)
32	Punches – Electric and Heavy Duty
33	Rubber Bands – All Types and Sizes
34..	Rulers – All Types and Sizes (i.e. Stainless, Plastic, Wood and Flexible)
35	School Supplies – (to include but limited to Crayons, Coloring Pencils (General, Premium and Sets) Construction Paper (Various Colors), Washable Markers,
36	Pencil Sharpeners, Pencils Boxes, Templates, Kids and Student Scissors,
37	Scissors – All Types and Sizes
38	Staplers – Desktop, Electronic and Heavy Duty
39	Staples and Removers - Standard and Heavy Duty(All Types and Sizes)
40	Storage Boxes Files – Portable, with Lift Off Lids
41	Tape – All Types and Sizes (i.e. Transparent and Invisible, Refillable, Double-sided, Mounting and Fastener
42	Tape Dispenser – Desktop and Hand Held

CATEGORY 8- STATIONERY SUPPLIES	
1	Atlas Bond White #403 - 25% Cotton Fiber 8 1/2" x 11" 20#
2	ENV #10, Window Blue Tint, 24# (Self Sealed)
3	UNCOATED 11 X 17 67.5# text-Regular Bond /Soporset White Smooth
4	28 X 40 67.5# text-Regular Bond/ Soporset Opaque Smooth/
5	13 x 19 70lb Digital Lynx Smooth
6	13 X 19 100# GLOSS text-Regular Bond/ Soporset Opaque (FUTURA)
7	13 X 19 100# DULL COVER-/ Soporset Opaque Smooth/(STERLING)
8	12 X 18 60# ULTRA MATTE- WHITE CRACK AND PEEL / (KODAK)
9	17 X 22 RED FLUORESCENT-CRACK AND PEEL / (KODAK)
10	24 X 36 125LB MANILA TAG
11	NCR UNIVERSAL SINGLES, BLUE , CF 8 1/2" x 11",
12	NCR UNIVERSAL SINGLES, BLUE , CB 8 1/2" x 11",
13	NCR UNIVERSAL SINGLES, PINK , CF 8 1/2" x 11",
14	NCR UNIVERSAL SINGLES, PINK , CB 8 1/2" x 11",
15	3-Part Straight Collated, White/Canary/Pink, 8 1/2" x 11", 23#, (3R12425)
16	5-Part Straight Collated, White/Green/Canary/Pink/Goldenrod, 8 1/2" x 11", 23#, (3R12453)
17	2 - Part REVERSE Collated ,White/Canary/Pink, 8 1/2" x 11", 23# (XEROX)
18	3-Part REVERSE Collated, White/Canary/Pink, 8 1/2" x 11", 23#
19	4-Part REVERSE Collated, White/Canary/Pink/Goldenrod, 8 1/2" x 11", 23#,
20	5-Part REVERSE Collated, White/Green/Canary/Pink/Goldenrod, 8 1/2" x 11", 23#
21	3-Part REVERSE Collated, White/Canary/Pink, 8 1/2" x 14"
22	COLORED 8.5 X 11 20 # Blue, Canary, Green, Goldenrod, Buff, Red, Salmon, Cherry, Pink
23	Domtar Colors (Hots) 8 1/2" x 11" 65# Carton
24	Green Bar, 14 7/8" x 11", 20#
25	WHITE INDEX 110# 11 X 17
26	Classic Crest Cover 35 x 23" 80lb Baronial IVORY
27	COLORED INDEX 110# Blue, Green, Canary, Buff, Salmon, Cherry
28	FINE 8.5 X 11 Brite White, 70# text
29	ENVELOPES Royal Laid White #10, 24#
30	ENV #10, Reg. Whitewove, 24#
31	ENV 6 x 9, White, 28#, Open End Top - No Clasp

CATEGORY 8 CONT'D

32	ENV 9 x 12, White, 28# Open End Top - No Clasp
33	ENV 10 x 13, Kraft, 28#, Open End - No Clasp
34	ENV 12 x 15, Manilla, 28#, Open End - No Clasp
35	ENV 10 x 15, Kraft, 28#, Booklet - No Clasp
36	ENV Classic Laid Writing, Classic Natural White, 8 1/2" x 11", 24#
37	COATED 11" x 17", 100# text
38	COATED 11" x 17", 100# DULL COVER (UTILIZED FOR BUSINESS CARDS FOR MCCC)
39	UNCOATED 8.5" X 11" 70# Linen /Classic Avon Brillant White
40	BC-2 Business card Boxes 3 1/2" x 7 3/4" size per Box
41	White, 8 1/2" x 11", 20#
42	White, 8 1/2" x 11", 20# Recycled
43	White, 8 1/2" x 14", 20#
44	White, 8 1/2" x 14", 20# Recycled
45	White, 11" X 17" , 20#
46	HOTS 8.5 X 11 60# Gold, Blue, TealB5:B55, Canary, Red, Lime Green, Pink, Orange