PROFESSIONAL SERVICES AGREEMENT

COUNTYWIDE OFFICE SUPPLIES AND RELATED SERVICES

BETWEEN

COOK COUNTY GOVERNMENT

VARIOUS COOK COUNTY AGENCIES

AND

OFFICE DEPOT, INC.

CONTRACT NO. 1384-13045

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

JUL 23 2014

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PROFESSIONAL SERVICES AGREEMENT

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AGREEMENT

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and Office Depot, Inc., doing business as a(an) Corporation of the State of Florida hereinafter referred to as "Consultant", pursuant to authorization by the Cook County Board of Commissioners on July 23, 2014, as evidenced by Board Authorization letter attached hereto as EXHIBIT "4".

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Countywide Office Supplies and Related Services. Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Consultant was selected based on the proposal submitted and evaluated by the County representatives.
Consultant represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.

NOW, THEREFORE, the County and Consultant agree as follows:

TERMS AND CONDITIONS

ARTICLE 1) INCORPORATION OF BACKGROUND

The Background information set forth above is incorporated by reference as if fully set forth here.

ARTICLE 2) DEFINITIONS

a) Definitions

The following words and phrases have the following meanings for purposes of this Agreement:

"**Additional Services**" means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services

reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Department require the approval of the Chief Procurement Officer in a written modification to this Agreement before Consultant is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

"**Agreement**" means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

"**Chief Procurement Officer**" means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

"**Department**" means the Cook County Using Department.

"**Services**" means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"**Subcontractor**" means any person or entity with whom Consultant contracts to provide any part of the Services, including subcontractors and subconsultants of any tier, suppliers and materials providers, whether or not in privity with Consultant.

b) Interpretation

i) The term "**include**" (in all its forms) means "include, without limitation" unless the context clearly states otherwise.

ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.

iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.

iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.

v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.

vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

c) Incorporation of Exhibits

The following attached Exhibits are made a part of this Agreement:

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Board Authorization

ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONSULTANT

a) Scope of Services

This description of Services is intended to be general in nature and is neither a complete description of Consultant's Services nor a limitation on the Services that Consultant is to provide under this Agreement. Consultant must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Consultant must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

b) Deliverables

In carrying out its Services, Consultant must prepare or provide to the County various Deliverables. "**Deliverables**" include work product, such as written reviews, recommendations, reports and analyses, produced by Consultant for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Consultant has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Consultant of its failure. If Consultant does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Consultant of its commitments under this Agreement.

c) Standard of Performance

Consultant must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a consultant performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Consultant acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Consultant agrees to be held to the standard of care of a fiduciary.

Consultant must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Consultant must provide copies of any such licenses. Consultant remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Consultant or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Department and delivered in a timely manner consistent with the requirements of this Agreement.

If Consultant fails to comply with the foregoing standards, Consultant must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Consultant of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Consultant either under this Agreement, at law or in equity.

d) Personnel

i) **Adequate Staffing**

Consultant must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Consultant must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Consultant to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Consultant must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "**Key Personnel**" means those job titles and the persons assigned to those positions in accordance with the provisions of

this Section 3.d(ii). The Department may at any time in writing notify Consultant that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Consultant must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) **Salaries and Wages**

Consultant and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Consultant underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Consultant, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Consultant to the respective employees to whom they are due. The parties acknowledge that this Section 3.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) Minority and Women's Business Enterprises Commitment

In the performance of this Agreement, including the procurement and lease of materials or equipment, Consultant must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. Consultant's completed MBE/WBE Utilization Plan evidencing its compliance with this requirement are a part of this Agreement, in Section 1 of the Economic Disclosure Statement, upon acceptance by the Compliance Director. Consultant must utilize minority and women's business enterprises at the greater of the amounts committed to by the Consultant for this Agreement in accordance with Section 1 of the Economic Disclosure Statement.

f) Insurance

Consultant must provide and maintain at Consultant's own expense, during the term of this Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

i) **Insurance To Be Provided**

(1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than $500,000 each accident or illness.

(2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than $2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for Consultant must maintain limits of not less than $1,000,000 with the same terms in this Section 3.i(2).

(3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Consultant must provide Automobile Liability Insurance with limits of not less than $1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional consultants perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than $2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing Services for Consultant must maintain limits of not less than $1,000,000 with the same terms in this Section 3.i(3).

(5) Valuable Papers

When any designs, drawings, specifications and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

ii) **Additional Requirements**

(1) Consultant must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 118 N, Clark St., Room 1018, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Consultant must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 3) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Consultant is not a waiver by the County of any requirements for Consultant to obtain and maintain the specified coverages. Consultant must advise all insurers of the provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.

(1) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Consultant. Consultant agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.
(2) The coverages and limits furnished by Consultant in no way limit Consultant's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Consultant under this Agreement.

(3) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

(4) Consultant must require all Subcontractors to provide the insurance required in this Agreement, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Consultant unless otherwise specified in this Agreement. If Consultant or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.

(5) The County's Risk Management Office maintains the right to modify, delete, alter or change these requirements. "**Risk Management Office**" means the Risk Management Office,

which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

g) Indemnification

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

h) Confidentiality and Ownership of Documents

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

i) Patents, Copyrights and Licenses

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as

part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

j) Examination of Records and Audits

Not more often than once every twelve (12) months, Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine documentation of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor agrees upon providing documentation in response to an audit request to indicate if documentation is of a confidential nature and should be treated as such by the Cook County Auditor or any of its duly authorized representatives. Contractor is not obliged to provide any proprietary records; provided that such records are not directly related to Contractor's compliance with Contract. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract. Audits conducted by County, including audits conducted by a third party on behalf of the County, will be done utilizing the resources of the Cook County Auditor's Office.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a

period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives. If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of $10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that

are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

k) Subcontracting or Assignment of Contract or Contract Funds

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the parties, except that Office Depot, Inc. may upon providing written notice to the Chief Procurement Officer assign this Contract to any of its subsidiaries or affiliates at any time, provided that such affiliates are able to provide the County-wide office supplies and related services and is qualified to do business in accordance with applicable County ordinances as evidence by the completion of Economic Disclosure Statements. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void. Additionally, for purposes of this Contract, the term "subcontractor" does not include those parties involved in Office Depot's day-to-day business operations, including, but not limited to, third-party logistics vendors, delivery carriers and customer service providers.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Chief Procurement Officer the names of any and all subcontractors it intends to use in the performance of the Contract. The Chief Procurement Officer shall have the right to disapprove any subcontractor. Identification of subcontractors to the Chief Procurement Officer shall be in addition to any communications with County offices other than the Chief Procurement Officer. All subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be

provided to the Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than:1) a not-for-profit entity, on an unpaid basis, or (2), himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All contractors and subcontractors of the Contractor shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

l) Professional Social Services

Intentionally left blank

ARTICLE 4) TERM OF PERFORMANCE

a) Term of Performance

This Agreement takes effect when approved by the Cook County Board and its term shall begin on August 1, 2014 ("**Effective Date**") and continue until July 31, 2017 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

b) Timeliness of Performance

i) Consultant must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Consultant acknowledges that TIME IS OF THE ESSENCE and that the failure of Consultant to comply with the time limits described in this Section 4.b may result in economic or other losses to the County.

ii) Neither Consultant nor Consultant's agents, employees or Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Consultant by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

c) Agreement Extension Option

Upon mutual agreement, Parties may at any time before this Agreement expires elect to extend this Agreement for up to two additional one-year periods under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Consultant. After the Parties have mutually agreed to extend this Agreement, it must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

ARTICLE 5) COMPENSATION

a) Basis of Payment

The County will pay Consultant according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

b) Method of Payment

All invoices submitted by the Contractor shall be in accordance with the cost provisions according to the Schedule of Compensation in the attached Exhibit 2. The invoices shall contain a detailed description of the Deliverables for which payment is requested. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice, and shall be submitted together with a properly completed County Voucher form (29A). Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. No payments shall be made with respect to invoices which do not include the County Voucher form or which otherwise fail to comply with the requirements of this paragraph. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

c) Funding

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 without a written amendment in accordance with Section 10.c.

d) Non-Appropriation

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Consultant in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Consultant. No payments will be made or due to Consultant and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

e) Taxes

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-05.

f) Contractor Credits

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or

services provided for under this Contract, such credits belong to the County and not any specific using department. Contractor shall reflect any such credits on its invoices and in the amounts it invoices the County.

ARTICLE 6) DISPUTES

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Chief Procurement Officer will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Chief Procurement Officer indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

ARTICLE 7) COMPLIANCE WITH ALL LAWS

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

ARTICLE 8) SPECIAL CONDITIONS

a) Warranties and Representations

In connection with signing and carrying out this Agreement, Consultant:

i) warrants that Consultant is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Consultant is not appropriately licensed;

ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Consultant is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;

iii) warrants that it will not knowingly use the services of any ineligible consultant or Subcontractor for any purpose in the performance of its Services under this Agreement;

iv) warrants that Consultant and its Subcontractors are not in default at the time this Agreement is signed, and have not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County ;

v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Consultant warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;

vi) represents that Consultant and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended; and

vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.a and 9.c.

b) Ethics

i) In addition to the foregoing warranties and representations, Consultant warrants:

(1) no officer, agent or employee of the County is employed by Consultant or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.

(2) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Consultant or higher tier

Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

c) Joint and Several Liability

If Consultant, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Consultant is the joint and several obligation or undertaking of each such individual or other legal entity.

d) Business Documents

At the request of the County, Consultant must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

e) Conflicts of Interest

i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.

ii) Consultant covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.

iii) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

iv) The Consultant further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.h of this Agreement. If the County, by the

Chief Procurement Officer in his reasonable judgment, determines that any of Consultant's Services for others conflict with the Services Consultant is to render for the County under this Agreement, Consultant must terminate such other services immediately upon request of the County.

v) Furthermore, if any federal funds are to be used to compensate or reimburse Consultant under this Agreement, Consultant represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Consultant must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

f) Non-Liability of Public Officials

Consultant and any assignee or Subcontractor of Consultant must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET

a) Events of Default Defined

The following constitute events of default:

i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Consultant to the County.

ii) Consultant's material failure to perform any of its obligations under this Agreement including the following:

(a) Failure due to a reason or circumstances within Consultant's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

(b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;

(c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;

(d) Discontinuance of the Services for reasons within Consultant's reasonable control; and

(e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.

iii) Any change in ownership or control of Consultant without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.

iv) Consultant's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Consultant acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.

(v) Failure to comply with Article 7 in the performance of the Agreement.

(vi) Consultant's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

b) Remedies

The occurrence of any event of default permits the County, at the County's sole option, to declare Consultant in default. The Chief Procurement Officer shall give Consultant an opportunity to cure the default within a certain period of time, which period of time may not exceed 30 days to cure the default, unless extended by the Chief Procurement Officer. Whether to declare Consultant in default is within the sole discretion of the Chief Procurement officer and neither that nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Consultant written notice of the default, either in the form of a cure notice (**"Cure Notice"**), or, if no opportunity to cure will be granted, a default notice (**"Default Notice"**). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective no sooner than 30 days. The Chief Procurement Officer may give a Default Notice if Consultant fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.b and Article 11, Consultant must discontinue any Services,

unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the follow remedies:

i) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;

ii) The right of specific performance, an injunction or any other appropriate equitable remedy;

iii) The right to money damages;

iv) The right to withhold all or any part of Consultant's compensation under this Agreement for which the County is protesting;

v) The right to consider Consultant non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Consultant to continue to provide the Services despite one or more events of default, Consultant is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.
The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

c) Early Termination

In addition to termination under Sections 9.a and 9.b of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Consultant. The County will give notice to Consultant in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Consultant or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the

notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Consultant must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Consultant must attempt to agree on the amount of compensation to be paid to Consultant, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Consultant is in full settlement for all Services satisfactorily performed under this Agreement.

Consultant must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Consultant will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Consultant or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.a and 9.b is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.c.

d) Suspension

The County may at any time request that Consultant suspend its Services, or any part of them, by giving 15 days prior written notice to Consultant or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Consultant must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Consultant when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Consultant as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Consultant by written notice may treat the suspension as an early termination of this Agreement under Section 9.c.

e) Right to Offset

i) In connection with performance under this Agreement:

The County may offset any excess costs incurred:

(i) if the County terminates this Agreement for default or any other reason resulting from Consultant's performance or non-performance;

(ii) if the County exercises any of its remedies under Section 9.b of this Agreement; or

(iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Consultant is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

f.) Delays

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

g.) Prepaid Fees

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

ARTICLE 10) GENERAL CONDITIONS

a) Entire Agreement

i) General

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

ii) **No Collateral Agreements**

Consultant acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Consultant to enter into this Agreement or has been relied upon by Consultant, including any with reference to: (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement; (ii) the nature of the Services to be performed; (iii) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general conditions which may in any way affect this Agreement or its performance; (v) the compensation provisions of this Agreement; or (vi) any other matters, whether similar to or different from those referred to in (i) through (vi) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

iii) **No Omissions**

Consultant acknowledges that Consultant was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Consultant did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Consultant relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

b) Counterparts

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

c) Modifications and Amendments

The parties may during the term of the Contract make modifications and amendments to the Contract but only as provided in this section. Such modifications and amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond $150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond $150,000, then Board approval will be required.

No County department or employee thereof has authority to make any modifications or amendments to this Contract. Any modifications or amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for modifications and amendments which are made in accordance with this GC-10, Modifications and Amendments, no County department or employee thereof has authority to make any modification or amendment to this Contract.

d) Governing Law and Jurisdiction

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

e) Severability

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

f) Assigns

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

g) Cooperation

Consultant must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Consultant must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

h) Waiver

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Consultant's performance in any respect or waives a requirement or condition to either the County's or Consultant's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Consultant in writing.

i) Independent Contractor

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Consultant and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Consultant must perform under this Agreement as an independent contractor and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent contractor and, if Consultant is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Consultant performing the Services required under this Agreement.

ii) Consultant is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.

iii) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Consultant.

j) Governmental Joint Purchasing Agreement

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

ARTICLE 11) NOTICES

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

If to the County: The Office of the Chief Procurement Officer
118 N. Clark Street, Room 1018
Chicago, Illinois 60602
Attention: The Chief Procurement Officer
(Include County Contract Number on all notices)

and

If to Consultant: Office Depot, Inc.
8500 W. 110th Street, Suite 350
Overland Park, Kansas 66210
Attention: Chris McEntee

With a copy to: Office Depot, Inc.
6600 North Military Trail
Boca Raton, Florida 33496
Attention: Office of the General Counsel

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

ARTICLE 12) AUTHORITY

Execution of this Agreement by Consultant is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Consultant have been made with complete and full authority to commit Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT INDEX

Section	Description	Pages
Instructions	Instructions for Completion of EDS	EDS i - ii
1	MBE/WBE Utilization Plan	EDS 1
2	Letter of Intent	EDS 2
3	Petition for Reduction/Waiver of MBE/WBE Participation Goals	EDS 3
4	Certifications	EDS 4, 5
5	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 6 – 12
6	Sole Proprietor Signature Page	EDS 13a/b/c
7	Partnership Signature Page	EDS 14/a/b/c
8	Limited Liability Corporation Signature Page	EDS 15a/b/c
9	Corporation Signature Page	EDS 16a/b/c
10	Cook County Signature Page	EDS 17

INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every party responding to a Request for Proposals or Request for Qualifications "(Proposer"), and others as required by the Chief Procurement Officer. If the Undersigned is awarded a contract pursuant to the procurement process for which this EDS was submitted (the "Contract"), this Economic Disclosure Statement and Execution Document shall stand as the Undersigned's execution of the Contract.

Definitions. Capitalized terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, or other documents, as applicable.

> ***"Affiliated Entity"*** means a person or entity that, directly or indirectly: controls the Bidder, is controlled by the Bidder, or is, with the Bidder, under common control of another person or entity. Indicia of control include, without limitation, interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; and organization of a business entity following the ineligibility of a business entity to do business with the County under the standards set forth in the Certifications included in this EDS, using substantially the same management, ownership or principals as the ineligible entity.
>
> ***"Bidder," "Proposer," "Undersigned,"*** or ***"Applicant,"*** is the person or entity executing this EDS. Upon award and execution of a Contract by the County, the Bidder, Proposer, Undersigned or Applicant, as the case may be, shall become the Contractor or Contracting Party.
>
> ***"Proposal,"*** for purposes of this EDS, is the Undersigned's complete response to an RFP/RFQ, or if no RFQ/RFP was issued by the County, the "Proposal" is such other proposal, quote or offer submitted by the Undersigned, and in any event a "Proposal" includes this EDS .
>
> ***"Code"*** means the Code of Ordinances, Cook County, Illinois available through the Cook County Clerk's Office website (http://www.cookctyclerk.com/sub/ordinances.asp). This page can also be accessed by going to www.cookctyclerk.com, clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."
>
> ***"Contractor"*** or ***"Contracting Party"*** means the Bidder, Proposer or Applicant with whom the County has entered into a Contract.
>
> ***"EDS"*** means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.
>
> ***"Lobby"*** or "lobbying" means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.
>
> ***"Lobbyist"*** means any person or entity who lobbies.
>
> ***"Prohibited Acts"*** means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Sections 1 through 3: MBE/WBE Documentation. Sections 1 and 2 must be completed in order to satisfy the requirements of the County's MBE/WBE Ordinance, as set forth in the Contract Documents, if applicable. If the Undersigned believes a waiver is appropriate and necessary, Section 3, the Petition for Waiver of MBE/WBE Participation must be completed.

Section 4: Certifications. Section 4 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 5: Economic and Other Disclosures Statement. Section 5 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained therein.

INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

Sections 6, 7, 8, 9: Execution Forms. The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 6 is the form for a sole proprietor; Section 7 is the form for a partnership or joint venture; Section 8 is the form for a Limited Liability Corporation, and Section 9 is the form for a corporation. Proper execution requires **THREE ORIGINALS**; therefore, the appropriate Signature Page must be filled in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required.

Required Updates. The information provided in this EDS will be kept current. In the event of any change in any information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Undersigned will supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is requested.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances, impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit our web-site at www.cookcountygov.com and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

MBE/WBE UTILIZATION PLAN (SECTION 1)

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions.

I. **BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

_____ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification)

_____ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available from the Office of Contract Compliance)

_____ Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II and III).

II. ☐ **Direct Participation of MBE/WBE Firms** ☐ **Indirect Participation of MBE/WBE Firms**

Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: $_____

Percent Amount of Participation: _____ %

*Letter of Intent attached? Yes _____ No _____
*Letter of Certification attached? Yes _____ No _____

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: $_____

Percent Amount of Participation: _____ %

*Letter of Intent attached? Yes _____ No _____
*Letter of Certification attached? Yes _____ No _____

Attach additional sheets as needed.

***Additionally, all Letters of Intent, Letters of Certification and documentation of Good Faith Efforts omitted from this bid/proposal <u>must</u> be submitted to the Office of Contract Compliance so as to assure receipt by the Contract Compliance Administrator not later than three (3) business days after the Bid Opening date.**

TONI PRECKWINKLE
PRESIDENT
Cook County Board of Commissioners

EARLEAN COLLINS
1st District

ROBERT STEELE
2nd District

JERRY BUTLER
3rd District

STANLEY MOORE
4th District

DEBORAH SIMS
5th District

JOAN PATRICIA MURPHY
6th District

JESUS G. GARCIA
7th District

EDWIN REYES
8th District

PETER N. SILVESTRI
9th District

BRIDGET GAINER
10th District

JOHN P. DALEY
11th District

JOHN A. FRITCHEY
12th District

LARRY SUFFREDIN
13th District

GREGG GOSLIN
14th District

TIMOTHY O. SCHNEIDER
15th District

JEFFREY R. TOBOLSKI
16th District

ABETH ANN DOODY GORMAN
17th District

OFFICE OF CONTRACT COMPLIANCE
JACQUELINE GOMEZ
DIRECTOR
118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60602 • (312) 603-5502

November 5, 2013

Ms. Sunny Chico, Principal
SPC Consulting LLC
737 N. Michigan Avenue, Suite #1925
Chicago, IL 60611

Annual Certification Expires: November 5, 2014

Dear Ms. Chico:

We are pleased to inform you that **SPC Consulting, LLC** has been certified as a Minority-owned Business Enterprise **(MBE), Women-owned Business Enterprise (WBE)** by Cook County Government. This certification is valid until **November 5, 2016**; however, you must re-validate your firms' certification annually.

As a condition of continued Certification during this three (3) year term, you must file a "**No Change Affidavit**" **within sixty (60) business days prior to the date of Annual Certification Expiration.** Failure to file this Affidavit shall result in the termination of your Certification. You must notify Cook County Government's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **fifteen (15) business days** of such change.

Cook County Government may commence action to remove your firm as a **MBE and WBE** vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of certified firms in the following area(s) of specialty:

Consulting: Professional Education Services; Educational Reform, Healthcare, Tutoring and Parenting Outreach

Your firm's participation on Cook County contracts will be credited toward **MBE** and/or **WBE** goals in your areas of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **MBE** and/or **WBE** goals will be given only for work performed in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, and Service-Disabled Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez
Contract Compliance Director
JG/pgb

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

M/WBE Firm: SPC CONSULTING, LLC
Certifying Agency: COOK COUNTY
Address: 737 N. MICHIGAN AVE., #1925
Certification Expiration Date: NOVEMBER, 2014
City/State: CHICAGO, IL Zip 60611
FEIN #: 20-1966657
Phone: 312-306-9996 Fax: 312-306-9997
Contact Person: SUNNY P. CHICO
Email: HHOVANEC@SPCED.COM
Contract #: 1384-13045

Participation: [ ] Direct [X] Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

[X] No [ ] Yes – Please attach explanation. Proposed Subcontractor: _____

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

SPC CONSULTING IS PREPARED TO PROVIDE COMMODITIES AND SERVICES IN THE FORM OF PARENT ENGAGEMENT BOOKSETS AND WORKSHOPS.

Indicate the **Dollar Amount**, or **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services:

DOLLAR AMOUNT: $450,000.00
TERMS: NET 30

(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Signature (*M/WBE*)	Signature (*Prime Bidder/Proposer*)
SUNNY P. CHICO	Brad Shaw
Print Name	Print Name
SPC CONSULTING, LLC	Office Depot
Firm Name	Firm Name
11/5/2013	11/7/13
Date	Date
Subscribed and sworn before me this 5th day of November, 2013.	Subscribed and sworn before me this 7th day of November, 2013.
Notary Public Linda L-Y. H	Notary Public Wendy Ad
SEAL	SEAL

OFFICIAL SEAL
LINDA L HSU
Notary Public - State of Illinois
My Commission Expires Sep 29, 2014

Cook County Government

Office of Contract Compliance

certifies that the criteria for certification as a

Women Business Enterprise

has been met by

Green Share, LLC

Regular Dealer: Janitorial Supplies including Hand Sanitizer & Soap (Eco-Friendly)

Issued Date:	May 4, 2012
Re-Certification Affidavit Due:	May 4, 2013
NIGP Code(s):	48500, 48600
Ethnicity Code:	7
County:	Will

LaVerne Hall
Contract Compliance Director

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

M/WBE Firm: Green Share, LLC
Address: 825 Butternut Ct.
City/State: Frankfort IL Zip: 60423
Phone: 815-474-2860 Fax: —
Email: patti@usgreenshare.com

Certifying Agency:
Certification Expiration Date: 05-01-2013
FEIN #: 26-340-2285
Contact Person:
Contract #:

Participation: [ ] Direct [X] Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

[X] No [ ] Yes – Please attach explanation. Proposed Subcontractor:

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Indicate the **Dollar Amount**, or **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services:

DOLLAR AMOUNT $500.00

TERMS - NET 30

(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Signature (M/WBE)	Signature (*Prime Bidder/Proposer*)
Patricia Rossetto	Brad Shaw
Print Name	Print Name
GreenShare, LLC	Office Depot
Firm Name	Firm Name
11/1/13	11/7/13
Date	Date

Subscribed and sworn before me
this 1 day of November, 2013
Notary Public Lisa A Vercauteren

OFFICIAL SEAL
LISA A VERCAUTEREN
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 02/18/16

Subscribed and sworn before me
this 7th day of November, 2013
Notary Public Wendy Ash
SEAL

CITY OF CHICAGO

OFFICE OF COMPLIANCE

January 28, 2011

Amit Gauri
Black Dog Chicago Corp.

2300 North Lincoln
Chicago, IL 60614

1st ANNIVERSARY	**EXPANSION**
Certification Effective:	January 27, 2011
Certification Expires:	November 1, 2014
Annual Affidavit Certificate Due:	November 1, 2011

Dear Amit Gauri:

We have received your request for an expansion of your current **Minority-Owned Business Enterprise (MBE)** certification with the City of Chicago. On the basis of our review of your request and supporting documentation, an expansion of your certification has been granted to include new specialty area(s). The expansion of certification will expire on June 1, 2014, the re-validation date of your current certification.

Your firm's name will continue to be listed in the next edition of the City's Directory of Certified Minority, Women, and Disadvantaged Business Enterprises. Your certification status and area of specialty, as amended to incorporate your expansion, will be listed as follows:

Restaurant; Catering Services; Retail Sales of Food and Beverages; Paper Products

The City may commence actions to decertify your firm if you fail to notify us of any changes of facts affecting your firm's eligibility for certification or if your firm otherwise fails to cooperate with the City in any inquiry or investigation. Decertification procedures may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's participation on City contracts will be credited only toward **MBE** goals in your area(s) of specialty. While your participation on City contracts is not limited to your specialty, credit toward **MBE** goals will be given only for work done in the specialty category.

Thank you for your continued interest in the City's Supplier Diversity Program.

Sincerely,

Mary Elliott
Acting Managing Deputy

333 S. State St., Suite 540, Chicago, IL 60604 • (312) 747-7778
www.cityofchicago.org/compliance

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

M/WBE Firm: Black Dog Corp.
Address: 3729 N. Ravenswood
City/State: Chicago, IL Zip 60613
Phone: 773-697-3319 Fax: 773-303-8833
Email: amit@blackdogcorp.com

Certifying Agency: City of Chicago
Certification Expiration Date: 11/1/2014
FEIN #: 20-4631693
Contact Person: Amit Gauri
Contract #: RFP No. 1384-13045

Participation: [X] Direct [ ] Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

[X] No [ ] Yes – Please attach explanation. Proposed Subcontractor: _____

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Black Dog Corp will warehouse and distribute paper to office Depot.

Indicate the **Dollar Amount**, or **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services:

25% - Net 30 days

(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Signature (*M/WBE*)	Signature (*Prime Bidder/Proposer*)
Amit Gauri	Brad Shaw
Print Name	Print Name
Black Dog Corp.	Office Depot
Firm Name	Firm Name
11/01/13	11/7/13
Date	Date

Subscribed and sworn before me
this 1st day of November, 2013
Notary Public Ana R. Flores
SEAL

ANA R. FLORES
OFFICIAL SEAL
Notary Public State of Illinois
My Commission Expires
September 17, 2016

Subscribed and sworn before me
this 7th day of November, 2013
Notary Public Wendy Ash
SEAL

Cook County Locations-Office Depot

Shopping Center Name	City	State/Province	County
Southgate Market	Chicago	IL	Cook
Hyde Park Shopping Center	Chicago	IL	Cook
Lincoln Village Shopping Center	Chicago	IL	Cook
2722 Green Bay Road	Evanston	IL	Cook
352 W. Grand Avenue	Chicago	IL	Cook
Ashland-Wellington Plaza	Chicago	IL	Cook
Northlake Crossing Shopping Center	Northlake	IL	Cook
The Commons At Chicago Ridge	Chicago Ridge	IL	Cook
Rosemont Marketplace	Rosemont	IL	Cook
924-93D Busse Road	Elk Grove Village	IL	Cook
Countryside Plaza Shopping Center	Countryside	IL	Cook
6431 West Fullerton Avenue	Chicago	IL	Cook
Schaumburg Corners Shopping Center	Schaumburg	IL	Cook
Hawthorne Works	Cicero	IL	Cook
North Point Shopping Center	Arlington Heights	IL	Cook
Four Flaggs Shopping Center	Niles	IL	Cook
6 South State Street	Chicago	IL	Cook
Cermak Plaza Shopping Center	Berwyn	IL	Cook
300 West Hubbard Street	Chicago	IL	Cook
River Oaks West Shopping Center - #491	Calumet City	IL	Cook
Ravinia Plaza	Orland Park	IL	Cook
Regional Sales Office			
300 West Hubbard Street, Suite 202	Chicago	IL	Cook

CERTIFICATIONS (SECTION 4)

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;

2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.;*

3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;

4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.;*

5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;

6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;

7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or

8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE UNDERSIGNED HEREBY CERTIFIES THAT: *In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.*

C. DRUG FREE WORKPLACE ACT

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 580/2-11).

D. DELINQUENCY IN PAYMENT OF TAXES

***THE UNDERSIGNED HEREBY CERTIFIES THAT**: The Undersigned is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-129.*

E. HUMAN RIGHTS ORDINANCE

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq*).

F. ILLINOIS HUMAN RIGHTS ACT

***THE UNDERSIGNED HEREBY CERTIFIES THAT:** It is in compliance with the the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

G. MACBRIDE PRINCIPLES, CODE CHAPTER 34, SECTION 34-132

If the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, the primary contractor shall make all reasonable and good faith efforts to conduct any such business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390.

H. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-127;

The Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is determined from time to time by, and is available from, the Chief Financial Officer of the County.

For purposes of this EDS Section 4, H, "Contract" means any written agreement whereby the County is committed to or does expend funds in connection with the agreement or subcontract thereof. The term "Contract" as used in this EDS, Section 4, I, specifically excludes contracts with the following:

1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for -profit law);

2) Community Development Block Grants;

3) Cook County Works Department;

4) Sheriff's Work Alternative Program; and

5) Department of Correction inmates.

REQUIRED DISCLOSURES (SECTION 5)

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons or entities that have made lobbying contacts on your behalf with respect to this contract:

Name None Address

2. LOCAL BUSINESS PREFERENCE DISCLOSURE; CODE, CHAPTER 34, SECTION 34-151(p);

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

a) Is Bidder a "Local Business" as defined above?

Yes: ✓ No: _____

b) If yes, list business addresses within Cook County:

Please see attached listing of Office Depot - Cook County locations.

c) Does Bidder employ the majority of its regular full-time workforce within Cook County?

Yes: _____ No: ✓

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (PREFERENCE (CODE, CHAPTER 34, SECTION 34-366)

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-8) and complete the following, based upon the definitions and other information included in such Affidavit.

4. **REAL ESTATE OWNERSHIP DISCLOSURES.**

The Undersigned must indicate by checking the appropriate provision below and providing all required information that either:

a) The following is a complete list of all real estate owned by the Undersigned in Cook County:

PERMANENT INDEX NUMBER(S): Office Depot, Inc #389
924-93D Busse Rd.
Elk Grove Village, IL 60007

Index#
08-27-401-088-0000

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

b) _____The Undersigned owns no real estate in Cook County.

5. **EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

If the Undersigned is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Undersigned must explain below:

N/A

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Undersigned certified to all Certifications and other statements contained in this EDS.

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Entity" or *"Legal Entity"* means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and

2. An Individual or Legal Entity that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration.**

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the [X] Applicant or [ ] Stock/Beneficial Interest Holder

This Statement is an: [ ] Original Statement or [X] Amended Statement

Identifying Information:

Name Office Depot, Inc D/B/A: _____ EIN NO.: 59-2663954

Street Address: 6600 North Military Trail

City: Boca Raton State: Florida Zip Code: 33496

Phone No.: 561-438-4800

Form of Legal Entity:

[ ] Sole Proprietor [ ] Partnership [X] Corporation [ ] Trustee of Land Trust

[ ] Business Trust [ ] Estate [ ] Association [ ] Joint Venture

[ ] Other (describe) _____

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each individual and each Entity having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
Starboard Value	830 Third Ave. 3rd floor New York, NY 10022	8.66%
Bank of New York Mellon Corp.	1 Wall Street New York, NY 10286	5.98%
Putnam Investments	1 Post Office Square Boston, MA 02109	5.43%

2. If the interest of any individual or any Entity listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
N/A		

3. Is the Applicant constructively controlled by another person or Legal Entity? [ ] Yes [X] No

If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
N/A			

Declaration (check the applicable box):

[X] I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.

[ ] I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

CHRIS McENTEE
Name of Authorized Applicant/Holder Representative (please print or type)

Vice President
Title

Chris McEntee
Signature

6-2-14
Date

chris.mcentee@officedepot.com
E-mail address

913-201-4831
Phone Number

Subscribed to and sworn before me this 2 day of June, 2014

x Katherine A Smith
Notary Public Signature

My commission expires: 4-18-15

See below
Notary Seal

KATHERINE A SMITH
Notary Public
State of Kansas
My Commission Expires 4-18-15

COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304
312/603-9988 FAX 312/603-1011 TT/TDD

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

Section 2-582 of the Cook County Ethics Ordinance requires any person or persons doing business with Cook County, upon execution of a contract with Cook County, to disclose to the Cook County Board of Ethics the existence of familial relationships they may have with all persons holding elective office in the State of Illinois, the County of Cook, or in any municipality within the County of Cook.

The disclosure required by this section shall be filed by January 1 of each calendar year or within thirty (30) days of the execution of any contract or lease. Any person filing a late disclosure statement after January 31 shall be assessed a late filing fee of $100.00 per day that the disclosure is late. Any person found guilty of violating any provision of this section or knowingly filing a false, misleading, or incomplete disclosure to the Cook County Board of Ethics shall be prohibited, for a period of three (3) years, from engaging, directly or indirectly, in any business with Cook County. *Note*: Please see Chapter 2 Administration, Article VII Ethics, Section 2-582 of the Cook County Code to view the full provisions of this section.

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304. *Note*: A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at: **http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf**

DEFINITIONS:

"*Calendar year*" means January 1 to December 31 of each year.

"*Doing business*" for this Ordinance provision means any one or any combination of leases, contracts, or purchases to or with Cook County or any Cook County agency in excess of $25,000 in any calendar year.

"*Familial relationship*" means a person who is related to an official or employee as spouse or any of the following, whether by blood, marriage or adoption:

- Parent
- Child
- Brother
- Sister
- Aunt
- Uncle
- Niece
- Nephew
- Grandparent
- Grandchild
- Father-in-law
- Mother-in-law
- Son-in-law
- Daughter-in-law
- Brother-in-law
- Sister-in-law
- Stepfather
- Stepmother
- Stepson
- Stepdaughter
- Stepbrother
- Stepsister
- Half-brother
- Half-sister

"*Person*" means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, and whether or not operated for profit.

RFP No. 1384-23045

SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM

Pursuant to Section 2-582 of the Cook County Ethics Ordinance, any *person* doing business** with Cook County must disclose, to the Cook County Board of Ethics, the existence of *familial relationships** to any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County. Please print your responses.

Name of Owner/Employee: Chris McEntee Title: Vice President

Business Entity Name: Office Depot, Inc. Phone: 561-438-4800

Business Entity Address: 6600 North Military Trail Boca Raton, Florida 33496

____ The following familial relationship exists between the owner or any employee of the business entity contracted to do business with Cook County *and* any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

	Owner/Employee Name:	Related to:	Relationship:
1.	N/A		
2.			
3.			
4.			
5.			

If more space is needed, attach an additional sheet following the above format.

X There is *no* familial relationship that exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

To the best of my knowledge and belief, the information provided above is true and complete.

Chris McEntee — 6-2-14

Owner/Employee's Signature — Date

Subscribe and sworn before me this 2nd Day of June, 20 14

a Notary Public in and for Johnson County

Katherine A Smith

(Signature)

NOTARY PUBLIC SEAL

My Commission expires 4-18-15

Completed forms must be filed within 30 days of the execution of any contract or lease with Cook County and should be mailed to:

Cook County Board of Ethics
69 West Washington Street,
Suite 3040
Chicago, Illinois 60602

KATHERINE A SMITH
Notary Public
State of Kansas
My Commission Expires 4-18-15

EDS-12

1.10.13

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

_____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20___.

My commission expires:

X_____ _____

Notary Public Signature Notary Seal

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

_____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20___.

My commission expires:

X_____ _____

Notary Public Signature Notary Seal

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 6)

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BUSINESS ADDRESS: _____

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FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20___.

My commission expires:

X_____ _____

Notary Public Signature Notary Seal

SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)
(SECTION 7)

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BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

_____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20___.

My commission expires:

X_____ _____

Notary Public Signature Notary Seal

* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)
(SECTION 7)

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BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

_____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20___.

My commission expires:

X_____ _____

Notary Public Signature Notary Seal

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BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

_____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20___.

My commission expires:

X_____ _____

Notary Public Signature Notary Seal

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SIGNATURE BY A LIMITED LIABILITY CORPORATION
(SECTION 8)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Procurement Director in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ * CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

X_____ _____

Notary Public Signature Notary Seal

* **If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

** **Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**

SIGNATURE BY A LIMITED LIABILITY CORPORATION
(SECTION 8)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Procurement Director in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ * CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

X_____ _____

Notary Public Signature Notary Seal

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BUSINESS NAME: N/A

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ * CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

X_____ _____

Notary Public Signature Notary Seal

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BUSINESS NAME: Office Depot, Inc.

BUSINESS ADDRESS: 6600 North Military Trail

Boca Raton, Florida 33496

BUSINESS TELEPHONE: 630-251-1783 FAX NUMBER:

CONTACT PERSON: Joe Castellucio

FEIN: 59-2663954 *IL CORPORATE FILE NUMBER: 17128

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: Roland Smith VICE PRESIDENT: Chris McEntee

Assistant Secretary Darlene Henry
SECRETARY: Elisa Garcia TREASURER: Rich Leland

**SIGNATURE OF ~~PRESIDENT~~ Vice: Chris McEntee

ATTEST: Assistant (CORPORATE SECRETARY)

KATHERINE A SMITH
Notary Public
State of Kansas
My Commission Expires 4-18-15

Subscribed and sworn to before me this

27th day of June, 2014

x Katherine A Smith
Notary Public Signature

My commission expires: 4-18-15
Notary Seal

* **If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

** **In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.**

Office DEPOT.

OFFICE DEPOT, INC.

ASSISTANT SECRETARY'S CERTIFICATE

The undersigned, Darlene Q. Henry, hereby certifies that she is the Assistant Secretary of Office Depot, Inc., a corporation incorporated under the General Corporation Law of the State of Delaware (the "Corporation"), and that, as such, she is authorized to execute this Certificate on behalf of the Corporation, and further certifies that:

1. The Corporation is a corporation duly incorporated and in good standing under the laws of the State of Delaware; and

2. Christopher McEntee, serves as Vice President, Business Solutions, and as such he is authorized to execute bids and contracts for the sale of office supplies on behalf of the Corporation.

IN WITNESS WHEREOF, the undersigned has hereunder set her hand as of this 15th day of July, 2013.

OFFICE DEPOT, INC.

By:_____
Darlene Q. Henry,
Assistant Secretary

EXHIBIT 1

Scope of Services

A. Scope of Work

Cook County is seeking a County-Wide Contract for Office Supplies and Related Services. The Vendor will provide an online service for office supplies and related services including but not limited to the administration, fulfillment, delivery, data management, and customer service.

Vendor 's system will allow for designated Cook County personnel to be assigned as system administrators to manage and monitor fixed contract pricing and catalog pricing that may result from this proposal.

The Vendor will deliver office supplies throughout Cook County to identified locations and will pick up any designated returns for return-to-stock processing and account crediting.

The Vendor has experience in the fulfillment, servicing, systems support, reporting, and management of office supplies sales and services.

B. RENEWALS/PRICE ADJUSTMENT

All prices quoted in the Appendix 4 Pricing Proposal shall be firm and will not be subject to increase during the first thirty-six (36) months of the Contract. Thereafter either the Contractor or the County shall be entitled to request an annual price adjustment every twelve (12) months which shall be calculated in the manner provided for in this section. The request for a price adjustment by the Contractor shall be submitted to the Office of the Chief Procurement Officer of Cook County within sixty (60) days before the end of the contract's thirty-six (36) month term. The County shall notify the Contractor of its request for price adjustment within the same time period.

Price adjustments shall be based upon the Consumer Price Index (CPI) for all Urban Consumers, U.S. City Average unadjusted, all items indexed, published by the Bureau of Labor Statistics of the United States Department of Labor.

The price increase or decrease will be calculated by subtracting the same month's prior year index from the current index, and dividing the difference by the prior year index. The percentage change will then be multiplied by the current price to determine the cost per item for the term of any extension or contract renewal which may be mutually agreed upon. The Consumer Price Index figures will be carried to three (3) decimal places ONLY, with no rounding off to the next digit. The final New Cost per Item will be carried to two decimal places.

$$\frac{\text{(Current Index – Last Year's Month Index)}}{\text{Last Year's Month Index}} = \text{Percentage Increase}$$

EXAMPLE:

$3.00	=	Current Item Price
353.098	=	Current Index (February 2012)
310.128	=	Last Year Month Index (February 2011)
42.97	=	Increase

$$\frac{(353.098 - 310.128)}{} = \frac{42.97}{310.128} = 13.86\% \text{ Increase}$$

$3.00 x 1.1386 = $3.415
$3.42 New Cost Per Item

This formula shall be the basis for determining the cost per item for the term of any extension or contract renewal which may be mutually agreed upon.

C. Ordering Service

The Vendor shall provide online ordering service for authorized Cook County employees and personnel.

The Vendor must provide 24/7 access to an online ordering tool. The online ordering tool shall be accessible to specified representatives throughout Cook County. The online ordering tool must have the ability to block the purchase of Non-Core Products at the item level and have an integrated approval system.

The Vendor is required to provide full customer service and maintain a toll-free number for ordering, inquiries. The Vendor must provide an efficient and effective process for the communication and management of handling back-orders and out-of-stock products.

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

1. Replacement items of equal or better quality at no extra cost
2. Estimated delivery dates for all back-order items
3. If a back-order item is not available on the estimated delivery date, the User Department representative placing the order must be notified prior to the estimated delivery date and given the option of a replacement item or the back-ordered item when it becomes available. If the User Department is not satisfied with the quality of the replacement product, the User Department has the right to return the product. The User Department will not incur any cost for return of the product, including but not limited to shipping and handling.

The User Department shall have the ability to indicate items for "No Substitution" at the time of order. When a "No Substitution" item is unavailable, the person placing the order must be notified that the product is unavailable and that no substitution will be shipped. The Vendor shall provide 1 – 3 business day delivery.

D. Customer Service

Customer service shall include procedures that ensure problem resolution, consistence and customer satisfaction. Vendor shall provide Customer Service procedures. The description should include, but is not limited to:

1. Customer service organizational structure;
2. Contact process (web portal, phone, email, etc.);
3. Follow up process;
4. Process to handle back-order or out-of-stock products, including alternate suggestions and pricing policy;
5. Internal procedures to track customer service contact and resolution; and
6. Designated customer service account team for Cook County.

E. Product Returns

The Vendor shall provide return processing procedures. The Vendor shall arrange for the collection and refund of all items Cook County requests to return at no cost to Cook County. Under no circumstances will Cook County be required to pay a restocking fee to the Vendor for damaged or incorrectly shipped items. All items returned shall be credited to Cook County.

F. Cook County Marketplace Requirements

Cook County currently has an e-procurement system in place which may continue to be in place for the life of this contract. The Vendor must integrate with standard Cook County e-procurement systems when requested, at no additional costs. Vendor must adhere to the following requirements when integrating with Cook County's e-procurement systems:

- Vendor shall have a punch-out–enabled e-commerce site with a current catalog of item and current contract prices. Or, if vendor does not have a punch-out site, vendor shall complete a spreadsheet upon request of catalog items and details, such as part number, description, manufacturer, price, unit of measure, and an image of each catalog item.
- If the Vendor does not have a punch-out site and is issued a free e-commerce site, the Vendor shall maintain an updated list of catalog items and prices.
- Vendor shall provide names of contacts to be used as resources for loading catalog or punch-out data into e-procurement site. If over the course of the contract, the e-procurement resources change, the Vendor shall provide the new names in writing pursuant to the Notice provisions within this document. Resources must be prepared to map standard XML order file data to their order system and test integrity of transactions before going to production.
- Vendor shall be prepared to have their catalog in production in the e-procurement site within 60 days of notification by Cook County.

G. Product Scope

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

Core List: Items used most by Cook County over the past year shall be line item priced products. The Core List can be found in Appendix 2.

Non-Core List: Non-Core list shall consist of all items not covered under the Core List that the Vendor offers within their catalog items (all items sold by the Vendor, with the exception of those items to be excluded under this contract). Non-Core List items shall have a specific discount off of the catalog price. The catalog is to be inclusive of all Vendor's products. The specific discount off of the catalog price list is indicated in Exhibit 2 – Schedule of Compensation.
Excluded Items: The products listed below shall be excluded under this contract:

- Photocopiers
- Computer Hardware
- Computer Software
- Custom Folders and Jackets
- Banker, Corrugated and Storage Boxes

H. Brand Names

References to brand names or product numbers are intended to be descriptive. If the specific product cannot be supplied by the Vendor, items of equivalent quality will be considered. Unless a Vendor indicates otherwise, it is understood that the Vendor is offering the referenced brand item as specified in the solicitation. Cook County reserves the right to determine whether a substitute offer is equivalent and may require additional descriptive material and a sample.

I. Management and IT Services

The Vendor shall provide management and IT services to support the fulfillment of office supplies to Cook County. These services should include but not be limited to:

1. Account team (including sales contacts, account team support, and periodic account reviews)
2. A communication process with Cook County (Cook County representatives to include User Departments and Procurement)

3. A customized ordering process, including websites, telephone, and catalogs that reflect Core Items and Contract Pricing, including distribution of catalogs and capabilities to block ordering on an individual account, product lines, or other basis

4. A work order process used for approvals of off-core list purchases

5. A training program (initial and ongoing)

    a. Ordering processes and procedures

        i. Procurement

        ii. User Departments

6. Work plans to identify a schedule for implementation

7. A program for the evaluation of the work, continuous improvement of quality and pricing, and quality controls

J. Billing, Invoicing Service

The Vendor shall provide an invoicing control process, including the controls available to restrict purchases.

K. Contract Management Service

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

Products should be maintained at the same unit of measure originally bid. Any products that are discontinued due to manufacturer "repackaging" must be added back to the core list at the equivalent original pricing. Notification of products dropped from the core list must occur within 30 days of product discontinuation. Notification must be made in writing to the Office of the Chief Procurement Officer, and to the users via the online system. Over time, the Vendor shall work with Cook County to optimize purchasing based upon data collected and review the optimization plan with Cook County quarterly (at a minimum).

L. Distribution Network

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

M. Delivery Service Requirements and Shipping Costs

All deliveries will be made F.O.B. (freight on board) destination as freight pre-paid. Vendor should assume that all deliveries will be inside deliveries to multiple drop points throughout Cook County. A designated Cook County staff person(s) will be designated to receive shipments at each location. Individual orders shall be packaged and labeled to reflect the User Department Employee's name and inside delivery location. Vendor shall provide 1 – 3 business day delivery.

No minimum order size or value shall be required.

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

The Vendor shall maintain an overall monthly average of 95% for on-time delivery of products purchased under the Master Agreement. "On-time" is defined as the mutually agreed upon delivery period at the time of order. The on-time delivery rate shall be calculated on a quarterly basis by dividing the number of completed on-time deliveries (no partial deliveries) by the total number of deliveries. That is, for orders reported as filled by the order entry system, the shipments shall be received within the times specified when the order is placed at least 95% of the time. The Vendor shall propose a remedy, such as an additional discount, if the quarterly average for on-time delivery falls below 95% for three (3) consecutive months.

Vendor shall not invoice Cook County separately for shipping or delivery costs.

N. Packaging

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

Each shipment shall include a packing slip showing the User Department Employee's name, purchase order number, ordering date, ordering department, the item number, product description, quantity ordered, all pricing, quantity shipped and back-ordered items, including the expected ship date.

O Reports

Vendor shall describe the common user reports that are available. Include the type of report, the information provided in the report, the frequency of the report, the process to request the report, and the process used to deliver the report. Vendors are encouraged to include a sampling of common reports.

In addition, Cook County management requires quarterly program reports that provide the following information:

1. **Delivery Report:** Delivery information shall include the number of "On-Time Shipments" and the number of "Late Shipments". On-Time Shipments are defined as complete shipments (no partial deliveries) of goods that meet the delivery time specified in the order. Late Shipments are defined as shipments, including partial shipments that do not meet the delivery time specified in the order.

2. **Back-Ordered/Out-of-Stock Report**: A list of items that were back-ordered or out-of-stock at the time they were initially ordered, including the number of days before the order was filled with an acceptable replacement item or the requested item.

3. **Returned Product Report:** A list of all products returned for credit, including manufacturer/UPC part number, Vendor SKU number, product description, unit of measure, number of units returned, date product returned, total amount credited to User Department Employee's purchase order number, purchase order number and date credit posted to account.

4. **Itemized Usage Report:** A list of all items that were purchased during the quarter, including manufacturer/UPC part number, Vendor SKU number, product description, unit of measure, number of units sold, ordering department and location, price each unit sold, totals extended, purchase order number, and whether the item is on the core or non-core list.

5. **Contract Maintenance Report:** A list of any item that has been discontinued, repackaged, been given a new UPC/SKU#, or otherwise been deactivated from the original core list, including whether a suitable replacement has been substituted and at what price and as of what date. Quarterly reports must be provided no later than thirty (30) days after the end of each quarter. For reporting purposes the Vendor is required to track locations and quantities of orders, however vendor managed inventory is not a requirement of this contract.

P. Inventory, Estimated Volume

Cook County has demonstrated an ongoing need for the products indicated in this Contract. As procurement of office supplies is largely decentralized within the organization, there is no guaranteed minimum annual total volume or specific individual product quantity thresholds that will be maintained over the initial contract term. The Vendor shall maintain access to a reasonable stock of such products on hand for the full term of the Contract. Failure to maintain access to a reasonable stock may result in termination for default of the Contract. The individual Cook County departments will order against the Contract for office supplies and related services.

Q. Program Auditing

The Vendor will provide online query tools, reports and other materials upon request to

verify contract compliance throughout the life of the agreement.

R. List of Key Personnel

Name:	Title:
Elaine Maheras	District Sales Manager
Joe Castelluccio	Vertical Business Development Manager
Bob Nelson	Major Accounts Manager

EXHIBIT 2

Schedule of Compensation

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Badge	Badge, Self-Adhesive Name Badges, Badges read "Visitor" in the thick blue border and White Space to Write or Type on, 3-1/2" x 2-1/4", 100 per Box	30	BX	ADVANTUS CORP	Z22288	$0.74	$22.20							$0.00	$22.20
Badge	Badge, Name Badge, Self-Adhesive, 100 per Pack	30	PK	ADVANTUS CORP	Z22290	$1.99	$59.70							$0.00	$59.70
Bag	Bag, Tamper Evident Bundle Bags, 15" x 20", Self-sealing adhesive closure, Sealed back pocket, Material: Film, 3 mil Thickness, Self Seal, 250 per Pack	60	PK	CONTROL GROUP COMPANIES LLC	G73712W	$11.54	$692.40							$0.00	$692.40
Bag	Bag, Twin deposit bag, 9-1/2" x 17-1/2", 2.75 Mil Thickness, Transparent, Tamper-evident, Top pouch holds coin and currency, bottom pouch holds checks and deposit slip, 100 per Pack	30	PK	BLOCK AND CO INC	231042120	$32.95	$988.50							$0.00	$988.50
Base	Base, Prong Fastener Base Only, 2-3/4", 2", 100 per Pack, tempered steel, Prong bases only, fasteners not included, 100 per Pack	90	PK	CYBER POWER INTL LTD	70112" AD	$0.75	$67.50							$0.00	$67.50
Base	Base, Calendar Planner Base, two-ring horizontal format, Allows flip over to the next day, Holds loose-leaf 3" x 3-3/4" pages (sold separately), black molded plastic. Plastic feet, Uses E919-style refills	36	EA	ACCO BRANDS CORP	E19-00	$3.39	$122.04							$0.00	$122.04
Battery	Battery, Lithium Batteries, Battery Size: AA, 8 per Pack	144	PK	ENERGIZER BATTERY INC	L91BP-8	$4.78	$688.32							$0.00	$688.32
Battery	Battery, Alkaline, Battery Size: C, 8 per Pack	36	PK	ENERGIZER BATTERY INC	EN93	$3.68	$132.48							$0.00	$132.48
Battery	Battery, Alkaline, Battery Size: AA, 12 per Pack	36	PK	ENERGIZER BATTERY INC	E91MP-12	$3.05	$109.80							$0.00	$109.80
Battery	Battery, Alkaline, Battery Size: AAA, 12 per Pack	36	PK	ENERGIZER BATTERY INC	E92BP-12	$3.05	$109.80							$0.00	$109.80
Battery	Battery, Rechargeable, Nickel-metal hydride (NiHM) technology, AA, Retain power for up to 365 days when not in use, Batteries can be charged up to 1000 times, 8 per Pack	30	PK	ENERGIZER BATTERY INC	NH15BP-8	$6.33	$189.90							$0.00	$189.90
Binder	Binders, View, Black, 1", 100% post-consumer (chipboard), 2 interior pockets, mounted rings	360	EA	EBSCO INDUSTRIES	OD396311	$0.56	$201.60							$0.00	$201.60
Binder	Binder, View, Heavy Duty, Slant D-Ring, White, 11" x 8-1/2", 2" expansion, Cover material is polypropylene, 100% post-consumer chipboard	216	EA	ACCO BRANDS USA LLC	W385-44WPP	$1.84	$397.44							$0.00	$397.44
Binder	Binder, View, Heavy Duty Slant D-Ring , Red, 3" Expansion	159	EA	ACCO BRANDS USA LLC	W384-49CPP	$2.29	$364.11							$0.00	$364.11
Binder	Binder, View, Round Ring Economy, 1/2" Expansion, 2 Interior Cover Pockets, Black, 100% post-consumer chipboard, Cover Material is Polypropylene	144	EA	EBSCO INDUSTRIES	OD396921	$0.52	$74.88							$0.00	$74.88
Binder	Binder, View, Round Ring, Heavy Duty, White, 2" Expansion, Made with 100% recycled chipboard, Cover material is polypropylene, 4 stacked interior pockets	144	EA	EBSCO INDUSTRIES	OD396241	$0.99	$142.56							$0.00	$142.56

Core Items				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Binder	Binder, View Binder with Slant-D Rings, Black 3" Expansion, Polypropylene, 100% post-consumer (chipboard), 2 interior pockets	120	EA	ACCO BRANDS USA LLC	W88610PP	$2.73	$327.60							$0.00	$327.60
Binder	Binder, View, with EZDA Rings, 11" x 8-1/2", Blue, 1-1/2" Expansion, standard dividers and sheet protectors, 2 interior cover pockets and business card pocket, 40% post-consumer chipboard	108	EA	ACCO BRANDS USA LLC	W88605PP	$1.81	$195.48							$0.00	$195.48
Binder	Binder, Heavy-Duty D-Ring, Red, 1-1/2" Expansion, 100% post-consumer content, Cover material polypropylene	78	EA	ACCO BRANDS USA LLC	W86671PP	$1.81	$141.18							$0.00	$141.18
Binder	Binder, View, Black, 1-1/2" Expansion,100% post-consumer (chipboard), Back-mounted rings, 2 interior pockets	75	EA	EBSCO INDUSTRIES	OD396271	$0.67	$50.25							$0.00	$50.25
Binder	Binder, View, with Slant-D Rings, Black, 2" Expansion, 2 interior Pockets, polypropylene Material, 100% Post Consumer (Chipboard)	72	EA	ACCO BRANDS USA LLC	W88607PP	$1.91	$137.52							$0.00	$137.52
Binder	Binder, Round Ring Binder with Label Holders and Inserts, 8-1/2" x 11", Black, 3" Expansion 100% post-consumer content, Cover material is polypropylene, 2 interior pockets	72	EA	ACCO BRANDS USA LLC	W77109PP	$2.09	$150.48							$0.00	$150.48
Binder	Binder, View, Red, 1" Expansion	72	EA	ACCO BRANDS USA LLC	W86670PP	$1.49	$107.28							$0.00	$107.28
Binder	Binder, View Binder, Black, 11" x 8-1/2", 3" Expansion, round-ring, 100% Post Consumer Chipboard	60	EA	EBSCO INDUSTRIES	OD396221	$1.10	$66.00							$0.00	$66.00
Binder	Binder, Heavy-Duty D Ring Binder, Red, 4" Expansion, 100% post-consumer content, Cover material is polypropylene	60	EA	SP RICHARDS	CRD18758	$9.46	$567.60							$0.00	$567.60
Binder	Binder, Hanging Poly Storage Binders, Letter, Blue, Tabs pull out to lock rings and hang, Built-in hangers fit standard hanging file systems, Spine label, Exposed rivets on spine	54	EA	SP RICHARDS	WLJ36544BL	$11.88	$641.52							$0.00	$641.52
Binder	Binder, Large Capacity Hanging Binders, Blue, heavy-duty covers and retractable hooks which pull out to hang and retract when not needed, inside pockets, Flip Lock mechanism, Built-in label holder, Material: Vinyl, Label Holder, Locking Mechanism, Sheet Size: 8.50" x 11", Grip Type: Post, Posts: 3 x 2" Capacity, Folder Capacity: 2"	54	EA	NO BID	NO BID	NO BID	#VALUE!							$0.00	$0.00
Binder	Binder, 4-ring binder with padded spine, Reinforced hinge, heavyweight cover, Hidden rivets on spine, 2 interior pockets, Binder material is black vinyl, Holds 8-1/2" x 14" sheets, 100% Post Consumer Content	36	EA	NO BID	NO BID	NO BID	#VALUE!							$0.00	$0.00
Binder	Binder, Framed View, EZDA Rings, Black, 11" x 8-1/2", 1" expansion	36	EA	ACCO BRANDS USA LLC	W88601PP	$1.49	$53.64							$0.00	$53.64

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Binder	Binder, View, Round Ring, Black, 3" Expansion, 2 Interior Pockets, 90% post-consumer content	36	EA	ACCO BRANDS USA LLC	W362-49BPP	$1.28	$46.08							$0.00	$46.08
Binder	Binder, View, Durable, Black, 3", OMX DUR VW 3" BINDER BLACK	36	EA	ACCO BRANDS USA LLC	W362-49BPP	$1.28	$46.08							$0.00	$46.08
Binder	Binder, View, Heavy-Duty, Round Ring, Blue, 3" Expansion, 100% recycled chipboard, 4 stacked interior pockets	36	EA	ACCO BRANDS USA LLC	W88611PP	$2.73	$98.28							$0.00	$98.28
Binder	Binder, Round Ring, 3" Expansion, 2 Interior Pockets, 100% post-consumer content, Black, Cover material: polypropylene	36	EA	ACCO BRANDS USA LLC	W368-49NBV	$1.28	$46.08							$0.00	$46.08
Binder	Binder, D-Ring Binders, Black, 2 Interior Clear Pockets, Black, 5" Expansion, 90% post-consumer content	36	EA	ACCO BRANDS USA LLC	W384-50BPP	$5.62	$202.32							$0.00	$202.32
Board	Board, Cork, Oak Finish Frame, 3' x 2', 8 lb., mounts vertically or horizontally, Factory Installed Mounting	36	EA	NINGBO DELI IMP & EXP CO LTD	KK0251	$6.33	$227.88							$0.00	$227.88
Board	Board, Wood Frame Cork Board, Brown, 24" x 18", Weight: 4.00 lb, Board Surface: Brown Cork	30	EA	NINGBO DELI IMP & EXP CO LTD	KK0250	$3.86	$115.80							$0.00	$115.80
Board	Board, Magnetic Aluminum Framed Dry Erase Board, 6' x 4', 22.50 lb, Attachable tray included, Hanging hardware included	30	EA	NINGBO DELI IMP & EXP CO LTD	KK0267	$27.19	$815.70							$0.00	$815.70
Book	Appointment Book, Daily, 30% post-consumer (paper), 12 months (January-December), 1 weekday per page, Appointment Ruling: 1/4 Hours, Black, 4-7/8" x 8" cover, Current and future month reference Julian dates, Not refillable	405	EA	REDI FORM OFFICE PRODUCTS	CB410W.BLK-14	$4.09	$1,656.45							$0.00	$1,656.45
Book	Book, Spiral Steno, Rigid Kraft covers and backs. Gregg ruled, 25 narrow lines, 5/16" wide. Red center line, Media Size: 6" x 9", , Unpunched, Media Quantity: 60 Sheet, Media Type: Printed, Ruling: Gregg Ruled - Green, Binding Type: Spiral Top, Margin: Red ink, Media Color: Green	252	EA	TOPS BUSINESS FORMS INC	99470EA	$0.45	$113.40							$0.00	$113.40
Book	Book, Phone Message Book, White/Canary, Spiral bound message book, Carbonless message forms are perforated, Each page has four message forms. Two-part format includes an original on white paper and a duplicate on canary paper, Color: White, Canary, (4 Form Per Sheet), Print: Blue Ink, Red Ink, Sheet Size: 11" Length x 5.50" Width, Assorted Double Side, Number of Parts: 2 Part, Copy Type: Carbonless, Recycled Content: 60%, 1 per Pack	120	PK	RR DONNELLEY	SC1154OD	$1.09	$130.80							$0.00	$130.80
Book	Book, Bound Memo Books, Book Size: 9" x 5-1/8", Ruled, Burgundy Cloth Cover, 96 pages	90	EA	ACCO BRANDS CORP	D66174	$2.91	$261.90							$0.00	$261.90

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Book	Book, Composition Book, 7-1/2" x 5", 30% post-consumer recycled content, Meet or exceeds Comprehensive Procurement Guidelines Environmentally Preferable Products, Assorted Colors, 100 Sheets	72	EA	TOP FLIGHT INC	4512305	$0.74	$53.28							$0.00	$53.28
Book	Book, Composition, Center-sewn pages, 9-1/4" x 7-1/4", Black Marble, Wide, 100 Sheets	60	EA	NORCOM INC	43010-12	$0.34	$20.40							$0.00	$20.40
Book	Book, Steno Book, Gregg, White, 6" x 9", 40% post-consumer content, wire bound 15-lb. paper, 80 Sheets per book	36	EA	TOPS BUSINESS FORMS INC	99475	$3.49	$125.64							$0.00	$125.64
Book	Book, Steno Book, Spiral, Rigid Kraft covers and backs, Gregg ruled, 25 narrow lines, 5/16" wide, Red center line, Media Size: 6" x 9", , Unpunched, 80 Sheets per Book, 16.00 lb Paper, Binding Type: Spiral Top, Margin: Red ink, White Paper	36	EA	TOPS BUSINESS FORMS INC	8010	$5.84	$210.24							$0.00	$210.24
Book	Book, Steno Books, Gregg Ruled, White, 6" x 9", Double center line, 60 pt. chipboard back, Double wire binding, 144 sheets per book, Brown cover	30	EA	TOPS BUSINESS FORMS INC	99475	$3.49	$104.70							$0.00	$104.70
Book	Book, Spiral Steno Book, Gregg Ruled, White, 6" x 9", Top bound with Wire binding, Rigid Kraft covers and backs, with red center line, 25 narrow lines, 5/16" wide	30	EA	TOPS BUSINESS FORMS INC	99475	$3.49	$104.70							$0.00	$104.70
Book	Book, Steno Note Book, 6" x 9", White, cue column, traditional note-taking area and page summary, 20-lb. paper, Perforated sheets, Privacy cover protects sheets	30	EA	TOPS BUSINESS FORMS INC	99475	$3.49	$104.70							$0.00	$104.70
Bottle	Bottle, Spray Trigger, Bottle only, marked in ounces and milliliters; labeled in English and Spanish, Spray Trigger adjusts from mist to stream, 24 ounce bottles, 3 per Pack	72	PK	BUNZL DISTRIBUTION USA INC	83213	$1.85	$133.20							$0.00	$133.20
Bottle	Bottle, Envelope Moistener, touch sponge to surface, squeeze to moisten, plastic container, Transparent bottle shows water supply	39	EA	UNITED STATIONERS CO	UNV56502	$0.66	$25.74							$0.00	$25.74
Box	Box, CD Storage Boxes, Wide - 10-1/8" x 13-1/4" x 5-1/8", 60 Jewel Cases, CD Double Wide, 50% Post-Consumer Content	60	EA	IDEASTREAM CONSUMER PROD LLC	SNS01658	$2.88	$172.80							$0.00	$172.80
Box	Box, Desktop or wall mount (hardware included), Include 25 suggestion cards, 2 keys and front panel labels, Black steel Box is black powder-coat finished over steel, 7-1/8" W x 6" D x 8-1/2" H with a 4-3/8" x 1/8" drop slot	36	EA	SP RICHARDS	SAF4232BL	$19.43	$699.48							$0.00	$699.48
Brush	Brush, Classroom brushes, Assortment, nylon bristles and unbreakable plastic handles, Includes six assorted sizes, Washable Bristles: Nylon, 144 per Pack	30	PK	SP RICHARDS	CKC5184	$2.70	$81.00							$0.00	$81.00

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Calculator	Calculator, Mini 8-Digit Handheld Calculator, 2-1/4" x 1/4" x 4", Display Screen: 8 Character, Power Source: Solar, Battery, Functions: Square Root Percentage Sign Change Memory, 3-key	30	EA	CASIO AMERICA INC	SL300SV	$1.71	$51.30							$0.00	$51.30
Calculator	Calculator, Desktop Calculator, 12 Digit, Extra-large display, Markup function, Cost-sell-margin calculations, Tax calculation, Solar power with battery backup, 6-1/4" W x 7-1/2' D x 1-1/2" H, 4-Key	30	EA	CASIO AMERICA INC	DV220	$4.69	$140.70							$0.00	$140.70
Calendar	Calendar, Refill, Daily Desk, 3-1/2" x 6", White, 30% post-consumer content, Every left hand page is ruled and timed for scheduling, 2-pages for each weekday Half-hour intervals, 7:00 a.m. to 5:00 p.m. Calendar pad refill fits K3E1700 calendar base	105	EA	ACCO BRANDS CORP	E17-00	$4.70	$493.50							$0.00	$493.50
Calendar	Calendar, 2 Color Monthly Desk Pad, 17" x 22", 12 Months (January - December) Unruled squares, Fully year reference calendar strip at top, Block size: 3" x 2-1/16", 30% post-consumer content	93	EA	ACCO BRANDS CORP	SK11700014	$2.96	$275.28							$0.00	$275.28
Calendar	Calendar, Workstation Monthly, 10-7/8" x 17-3/4", 12 Months, January-December, Black paper headband with eyelets for easy hanging, 12-Month Desk Pad, 1 month per page with space for notes Full-year calendar reference, Clear poly corners, Julian dates, Block size: 1-1/2" x 1-1/2", 30% Post Consumer Content	60	EA	UPA PRESS SDN BHD	ODUS-1301-008	$0.63	$37.80							$0.00	$37.80
Calendar	Calendar, Monthly Desk Pad, 22" x 17", 30% post-consumer content, full-color photos or graphics each month, Area for notes, One month per page (January December)Full-year calendar reference, Vinyl corners	45	EA	ACCO BRANDS CORP	89803-14	$4.93	$221.85							$0.00	$221.85
Calendar	Calendar, Daily Reminders, 7-11/16" x 12-1/8", 30% post-consumer content, Includes telephone/address section and monthly expense summary, One day per page, ruled and dated, Julian dates, Red vinyl hardbound cover	39	EA	ACCO BRANDS CORP	SD3761314	$18.27	$712.53							$0.00	$712.53
Calendar	Calendar, Monthly Planner, 7-7/8" x 11-7/8", Black, Black, Hard Cover, 30% post-consumer content, available 14 months (December-January)1 month per 2-page spread, Past, current and 4 future months reference, Ruled daily squares, Julian dates, Simulated-leather cover, tabbed monthly dividers, storage pocket, wire binding	36	EA	SP RICHARDS	AAGAY200	$4.14	$149.04							$0.00	$149.04

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Calendar	Calendar, Monthly Planner, 7-7/8" x 11-7/8", Black, 2014 - 2016, Black, Soft Cover, 30% post-consumer content, available14 months (December-January)1 month per 2-page spread, Past, current and 4 future months reference, Ruled daily squares, Julian dates, Simulated-leather cover	36	EA	ACCO BRANDS CORP	701270514	$4.51	$162.36							$0.00	$162.36
Calendar	Calendar, Professional Weekly Appointment Book, 8-1/4" x 10-7/8", Burgundy, 13 Months (January - January), 30% post-consumer content, Quarter-hourly appointments, 7:00 a.m. to 8:45 p.m. Monday-Friday; 7:00 a.m. to 5:30 p.m. Saturday; 1 week per 2-page spread; Past, current and 2 future months reference, Telephone/address section, Julian dates, Simulated-leather cover, Nonrefillable	33	EA	SP RICHARDS	AAG7095705	$7.34	$242.22							$0.00	$242.22
Calendar	Calendar, Monthly Wall Calendar, 20" x 30", Assorted, 12 Months (January - December) 1 month per page with 12 month calendar reference, Ruled daily blocks, Full Chipboard backing, Wire bound, Julian dates, 30% post-consumer content	30	EA	ACCO BRANDS CORP	PM42814	$5.33	$159.90							$0.00	$159.90
Carbon Paper	Carbon Paper, Black inked carbon paper, For use with typewriter, pen or pencil, 25 per Pack	300	PK	IDG LLC	11407	$1.30	$390.00							$0.00	$390.00
Card	Cards, Index, White, 5" x 8", Ruled, 10% post-consumer content, 100 per Pack	144	PK	ESSELTE CORP	10003	$1.25	$180.00							$0.00	$180.00
Card	Card, Index Card, White, 3" x 5", Ruled, 10% post-consumer content, ruled on one side, 500 per Pack	30	PK	ESSELTE CORP	10022	$0.49	$14.70							$0.00	$14.70
Card	Card, Index Card, Ruled, 4" x 6", White, printed with lines on one side with a blank surface on the other side, Media Weight: 75.00 lb, Post Consumer Content: 10%, 100 per Pack	30	PK	ESSELTE CORP	10001	$0.89	$26.70							$0.00	$26.70
Card	Index Cards, White, 4" x 6", Ruled, 500 per Pack	450	PK	ESSELTE CORP	10001	$0.77	$346.50							$0.00	$346.50
Cart	Cart, Multipurpose Hauling Cart, 80 Lb. capacity, Open dimensions:17" W x 15" D x 41" H, Folds to 17"W x 3" D x 18" H	36	EA	GLOBAL HARDLINES LTD	PH1501-2	$15.23	$548.28							$0.00	$548.28
Cartridge - Genuine	Cartridge, Toner, Brother TN460	600	EA	BROTHER INTL CORP	TN460	$48.63	$29,178.00							$0.00	$29,178.00
Cartridge - Genuine	Cartridge, Toner, Xerox, Genuine, Standard Capacity Print Cartridge, Compatibility: Xerox Phaser 3300MFP Printer, Print Color: Black, Print Technology: Laser, Typical Print Yield: 4000 Page	450	EA	TECH DEPOT	S7256390	$90.84	$40,878.00							$0.00	$40,878.00

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cartridge - Genuine	Cartridge, Brother, Genuine, Thermal Printer Ribbon Toner Cartridge, Cartridge yields 250 pages, Compatibility: Brother Fax Machines: IntelliFAX750, IntelliFAX770, IntelliFAX775, IntelliFAX870MC, IntelliFAX885MC, IntelliFax-775SI, IntelliFax-875MC, Brother MFC-970MC Printer, Print Color: Black, Print Technology: Laser, Print Yield: 250 Page, Brother PC-301	360	EA	BROTHER INTL CORP	PC301	$12.15	$4,374.00							$0.00	$4,374.00
Cartridge - Genuine	Cartridge, Toner, Canon P GI 225 BK	276	EA	CANON USA	4530B007	$20.30	$5,602.80							$0.00	$5,602.80
Cartridge - Genuine	Cartridge, Toner, Brother DR400	252	EA	BROTHER INTL CORP	DR400	$93.31	$23,514.12							$0.00	$23,514.12
Cartridge - Genuine	Cartridge, Toner, Canon Pix CLI-8BK	225	EA	CANON USA	0620B002AA	$10.37	$2,333.25							$0.00	$2,333.25
Cartridge - Genuine	Cartridge, HP, Genuine, Ultrium Data Cartridge, Rewritable data cartridge, data cartridge features active internal head cleaning, self-diagnostic capacities, cartridge memory, Data cartridge holds 896 data tracks with a capacity of up to 1.6TB on one tape (compressed), Storage Capacity: 800 GB (Native)/1.60 TB (Compressed) Tape Technology: LTO Ultrium - LTO-4	180	EA	MEMOREX PRODUCTS INC	40963	$4.11	$739.80							$0.00	$739.80
Cartridge - Genuine	Cartridge, Toner, Canon CLI-8Y	180	EA	CANON USA	0623B002AA	$10.37	$1,866.60							$0.00	$1,866.60
Cartridge - Genuine	Cartridge, Toner, Lexmark 64015SA	162	EA	LEXMARK INTL	64015SA	$107.79	$17,461.98							$0.00	$17,461.98
Cartridge - Genuine	Cartridge, Toner, Canon CLI 226 BK	156	EA	CANON USA	4546B007	$37.90	$5,912.40							$0.00	$5,912.40
Cartridge - Genuine	Cartridge, Toner cartridge, HP, Genuine, Yields 6,000 pages, Package Contents: 2 per Pack, Compatibility: HP LaserJet Printers:1320, 1320N, 1320nw, 1320tn, 3390, 3392, Print Color: Black, Print Technology: Laser	150	PK	HEWLETT PACKARD CO	Q5949XD	$223.57	$33,535.50							$0.00	$33,535.50
Cartridge - Genuine	Cartridge, Toner, Canon 120	150	EA	CANON USA	2617B001AA	$120.64	$18,096.00							$0.00	$18,096.00
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For use with Hewlett-Packard LaserJet P2035, P2035n, P2055d, P2055dn and P2055x printers, Cartridge Yields: 2,300 pages, Print Color: Black	150	EA	HEWLETT PACKARD CO	CE505A	$61.45	$9,217.50							$0.00	$9,217.50
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For use in HP LaserJet 9500/9500MFP Series printers, Print Yield 25,000 Pages, Print Color: Black	150	EA	HEWLETT PACKARD CO	C8550A	$117.16	$17,574.00							$0.00	$17,574.00
Cartridge - Genuine	Cartridge, Toner, Canon CLI 226 MG	144	EA	CANON USA	4548B001	$9.23	$1,329.12							$0.00	$1,329.12
Cartridge - Genuine	Cartridge, Toner, Canon CLI 226 YL	144	EA	CANON USA	4549B001	$9.23	$1,329.12							$0.00	$1,329.12
Cartridge - Genuine	Cartridge, Toner, Canon Pix CLI-8C	135	EA	CANON USA	0621B002AA	$10.37	$1,399.95							$0.00	$1,399.95
Cartridge - Genuine	Cartridge, Toner, Canon Pix CLI-8M	135	EA	CANON USA	0622B002AA	$10.37	$1,399.95							$0.00	$1,399.95
Cartridge - Genuine	Cartridge, Toner, Canon Pix CLI-8PC	135	EA	CANON USA	0624B002AA	$10.37	$1,399.95							$0.00	$1,399.95
Cartridge - Genuine	Cartridge, Toner, Canon 104	120	EA	CANON USA	0263B001BA	$56.89	$6,826.80							$0.00	$6,826.80
Cartridge - Genuine	Cartridge, Toner, Canon CLI 226 CY	120	EA	CANON USA	4547B001	$9.23	$1,107.60							$0.00	$1,107.60
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use in HP LaserJet 4250/n/tn/dtn/dtnsl, 4350/n/tn/dtn/dtnsl, Black, 20,000 page yield, HP Q5942X	105	EA	HEWLETT PACKARD CO	Q5942X	$185.66	$19,494.30							$0.00	$19,494.30
Cartridge - Genuine	Cartridge, Toner, Canon FX3	102	EA	CANON USA	1557A002BA	$55.72	$5,683.44							$0.00	$5,683.44

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cartridge - Genuine	Cartridge, Toner, Brother TN350	96	EA	BROTHER INTL CORP	TN350	$36.32	$3,486.72							$0.00	$3,486.72
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, Cartridge yields 10,000 pages, Compatibility: HP LaserJet, Printers:P4014, P4014DN, P4014N, P4015DN, P4015N, P4015X, P4015TN, P4515N, P4515X, P4515TN, P4515XM, Print Color: Black, Print Technology: Laser, Print Yield: 10,000 Page, HP CC364A	90	EA	HEWLETT PACKARD CO	CC364A	$127.40	$11,466.00							$0.00	$11,466.00
Cartridge - Genuine	Cartridge, HP, Genuine, Ultrium Data Cartridge, LTO 3-Ultrium Rewritable Data Cartridge, Drive Supported: LTO Ultrium 3 (Read/Write), LTO Ultrium 2 (Read/Write), LTO Ultrium 1 (Read) Storage Capacity: 400 GB (Native)/800 GB (Compressed), Tape Length: 2230.97 ft	75	EA	TECH DEPOT	S3151389	$15.38	$1,153.50							$0.00	$1,153.50
Cartridge - Genuine	Cartridge, Inkjet Cartridge, HP, Genuine, For Use in Officejet Pro 8600 e-All-In-One, Plus, Premium and 8100, Cyan, CN046AN, 1500 Page Yield	60	EA	HEWLETT PACKARD CO	CN046AN#140	$20.30	$1,218.00							$0.00	$1,218.00
Cartridge - Genuine	Cartridge, Inkjet Cartridge, HP, Genuine, for Use with HP model Officejet Pro 8600, 8600 Plus, 8600 Premium, and 8100, Magenta, 1500 Page yield, CN047AN	60	EA	HEWLETT PACKARD CO	CN047AN#140	$20.30	$1,218.00							$0.00	$1,218.00
Cartridge - Genuine	Cartridge, Inkjet Cartridge, HP, Genuine, For Use with HP models Officejet Pro 8600, 8600 Plus, 8600 Premium, and 8100, Black, 2300 Page Yield, CN045AN	60	EA	HEWLETT PACKARD CO	CN045AN#140	$27.14	$1,628.40							$0.00	$1,628.40
Cartridge - Genuine	Cartridge, Inkjet Cartridge, HP, Genuine, For Use with Officejet Pro 8600 e-All-In-One, Plus, Premium and 8100, Yellow, 951XL CN048AN, 1500 Page Yield	60	EA	HEWLETT PACKARD CO	CN048AN#140	$20.30	$1,218.00							$0.00	$1,218.00
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, Genuine, For Use with HP LaserJet 8100/dn/n/MFP, 8150/n/dn/hn/MFP, Copier 320, 20,000 Page Yield, Black, C4182X	60	EA	HEWLETT PACKARD CO	C4182X	$178.58	$10,714.80							$0.00	$10,714.80
Cartridge - Genuine	Cartridge, Toner, Brother DR202R	60	EA	#N/A	#N/A	#N/A	#N/A							$0.00	$0.00
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet Pro 300 Color MFP M375nw, 400 Color Printer M451dn/dw/nw, 400 Color MFP M475dn/dw, Magenta, 2600 Page Yield, CE413A	60	EA	HEWLETT PACKARD CO	CE413A	$88.29	$5,297.40							$0.00	$5,297.40
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet M2727nf mfp, P2015 Series, Black 7000 Page Yield, Q7553X	60	EA	HEWLETT PACKARD CO	Q7553X	$122.24	$7,334.40							$0.00	$7,334.40
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet 4000/n/se/t/tn, 4050/n/se/t/tn/usb-mac, Black, 10000 Page Yield, C4127X	60	EA	HEWLETT PACKARD CO	C4127X	$120.77	$7,246.20							$0.00	$7,246.20
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet 4200/n/tn/dtn/dtns/dtnsl, Q1338A, Black, 12000 Page Yield	60	EA	HEWLETT PACKARD CO	Q1338A	$126.52	$7,591.20							$0.00	$7,591.20

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet 9000/n/dn/hnf/hns/MFP, 9050/n/dn/MFP, 9040/n/dn/MFP, M9040 MFP, M9050 MFP, Black, 30,000 Page yield, C8543X	60	EA	HEWLETT PACKARD CO	C8543X	$226.85	$13,611.00							$0.00	$13,611.00
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet Printers 4200, 4200DTN, 4200DTNS, 4200DTNSL, 4200L, 4200LN, 4200LVN, 4200N, 4200TN, Print Color: Black, Print Yield: 12000 Page, 2 per Pack	60	PK	HEWLETT PACKARD CO	Q1338D	$250.94	$15,056.40							$0.00	$15,056.40
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet Pro 300 Color MFP M375nw, 400 Color Printer M451dn/dw/nw, 400 Color MFP M475dn/dw, Black, 4000 Page Yield, CE410X	60	EA	HEWLETT PACKARD CO	CE410X	$76.13	$4,567.80							$0.00	$4,567.80
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet Pro 300 Color MFP M375nw, 400 Color Printer M451dn/dw/nw, 400 Color MFP M475dn/dw, Cyan, 2600 Page Yield, CE411A	60	EA	HEWLETT PACKARD CO	CE411A	$88.29	$5,297.40							$0.00	$5,297.40
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with HP LaserJet Pro 300 Color MFP M375nw, 400 Color Printer M451dn/dw/nw, 400 Color MFP M475dn/dw, Yellow, 2600 Page Yield, CE412A	60	EA	HEWLETT PACKARD CO	CE412A	$88.29	$5,297.40							$0.00	$5,297.40
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use with LaserJet P3005 Series, M3027 MFP and M3035 MFP. HP LaserJet Printers:M3027 MFP, M3027x MFP, M3035 MFP, M3035xs MFP, P3005, P3005d, P3005dn, P3005dtn, P3005n, P3005x, Print Color: Black, 6500 Page Yield, Q7551A	60	EA	HEWLETT PACKARD CO	Q7551A	$106.72	$6,403.20							$0.00	$6,403.20
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, HP 80A black LaserJet toner cartridge, 6900 Page Yield, CF280A	60	EA	HEWLETT PACKARD CO	CF280A	$75.86	$4,551.60							$0.00	$4,551.60
Cartridge - Genuine	Cartridge, Print Cartridge, HP, Genuine, For Use in HP LaserJet Printers: 4250, 4250dtn, 4250dtnsl, 4250n, 4250tn, 4350, 4350dtn, 4350dtnsl, 4350n, 4350tn, Print Color: Black, Print Technology: Laser, Print Yield: 20000 Page	48	EA	HEWLETT PACKARD CO	Q1338A	$126.52	$6,072.96							$0.00	$6,072.96
Cartridge - Genuine	Cartridge, Toner cartridge, HP, Genuine, For Use In is designed for use with HP LaserJet Printers: Enterprise P3015d, Enterprise P3015dn, Enterprise P3015x, P3015, P3015d, P3015dn, P3015x, Print Color: Black, Print Technology: Laser, Print Yield: 6000 Page, CE255A	45	EA	HEWLETT PACKARD CO	CE255A	$108.11	$4,864.95							$0.00	$4,864.95
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use HP Laser Printers LaserJet 5si Series, 8000 Series, C3909A, Black, 15,000 Page Yield	45	EA	CLOVER TECHNOLOGIES GROUP	OD09A	$44.95	$2,022.75							$0.00	$2,022.75

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use In HP LaserJet 4250/n/tn/dtn/dtnsl, Q5942X, Black, 25,000 Page Yield	45	EA	HEWLETT PACKARD CO	Q5942X	$185.66	$8,354.70							$0.00	$8,354.70
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use In HP LaserJet P20HP LaserJet Printers: M2727nf MFP, M2727nfs MFP, P2014, P2014n, P2015, P2015D, P2015DN, P2015dtn, P2015N, P2015X, Print Color: Black, Print Technology: Laser, Print Yield: 3000 Page, Q7553A	45	EA	HEWLETT PACKARD CO	Q7553A	$62.09	$2,794.05							$0.00	$2,794.05
Cartridge - Genuine	Cartridge, Toner, Canon FX 6	42	EA	CANON USA	1559A002AA	$79.59	$3,342.78							$0.00	$3,342.78
Cartridge - Genuine	Cartridge, Toner, HP, Genuine, For Use on HP LaserJet Pro Printers: M1536dnf, P1566, P1606dn, Print Color: Black, Print Technology: Laser, Print Yield: 2100 Page, CE278A	36	EA	HEWLETT PACKARD CO	CE278A	$54.40	$1,958.40							$0.00	$1,958.40
Cartridge - Genuine	Cartridge, Toner, Sharp Machine (IT) MX-50NTBA	36	EA			$0.00	$0.00							$0.00	$0.00
Cartridge - Genuine	Cartridge, Ink Cartridge, Tri-Pack, Assorted, Ink Type: 56/56/57, Page Yield: 1 x 500; 2 x 520, CD944FN	30	EA	HEWLETT PACKARD CO	C9321FN#140	$46.64	$1,399.20							$0.00	$1,399.20
Cartridge - Genuine	Cartridge, Print Cartridge, HP, Genuine, For Use In HP Officejet Printers: J4580, J4640, J4680, Tri-Color: Cyan, Magenta, Yellow, Print Technology: Inkjet, Print Yield: 100 Page, CC5656AN	30	EA	HEWLETT PACKARD CO	CC656AN#140	$20.31	$609.30							$0.00	$609.30
Cartridge - Genuine	Cartridge, Print Cartridge, HP, Genuine, For Use In HP LaserJet 2420, 2420d, 2420dn, 2430tn, 2430dtn, Print Color: Black, Page Yield: 12000, Q6511X	30	EA	HEWLETT PACKARD CO	Q6511X	$171.29	$5,138.70							$0.00	$5,138.70
Cartridge - Genuine	Cartridge, Print Cartridge, HP, Genuine, For Use in HP LaserJet Printers:1160, 1320, 1320N, 1320nw, 1320tn, 3390, and 3392, 2500 Page Yield, Print Color: Black, Q5949A	30	EA	HEWLETT PACKARD CO	Q5949A	$67.74	$2,032.20							$0.00	$2,032.20
Cartridge - Genuine	Cartridge, Print Cartridge, HP, Genuine, For Use In HP LaserJet Printers:4200, 4200DTN, 4200DTNS, 4200DTNSL, 4200L, 4200LN, 4200LVN, 4200N, 4200TN, Print Color: Black, Print Technology: Laser, Print Yield: 12000 Page, Q1338A	30	EA	HEWLETT PACKARD CO	Q1338A	$126.52	$3,795.60							$0.00	$3,795.60
Cartridge - Genuine	Cartridge, Toner cartridge, Canon, Genuine, For Use In Canon MultiPass L60 Printer, Canon Image CLASS 1100 Printer, Canon Printers: CFXL4000, L3500, L4000, L4500, L200, L220, L240, L250, L260, L280, L300, L350, L360, L60, L90, Print Color: Black, Print Technology: Laser, Print Yield: 2450 Page, 1557A002BA	30	EA	CANON USA INC	1557A002BA	$55.72	$1,671.60							$0.00	$1,671.60
Cartridge - Genuine	Cartridge, Toner cartridge, HP, Genuine, For Use In Enterprise M4555h MFP, M4555f MFP, M4555fskm Mfp, M603xh, Black, 24000 page yield, CE390X	30	EA	HEWLETT PACKARD CO	CE390X	$212.82	$6,384.60							$0.00	$6,384.60

Core Item LIST				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cartridge - Genuine	Cartridge, Toner cartridge, HP, Genuine, For Use In HP Color LaserJet Printers: 1600, 2600n, 2605, 2605dn, 2605dtn, CM1015 MFP, CM1017 MFP, Print Color: Black, Print Technology: Laser, Print Yield: 2500 Page, Q6000A	30	EA	HEWLETT PACKARD CO	Q6000A	$62.23	$1,866.90							$0.00	$1,866.90
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, Genuine, For Use In HP Color LaserJet Printers: 1600, 2600n, 2605, 2605dn, 2605dtn, CM1015 MFP, CM1017 MFP, Print Color: Cyan, Print Technology: Laser, Print Yield: 2000 Page, Q6001A	30	EA	HEWLETT PACKARD CO	Q6001A	$67.93	$2,037.90							$0.00	$2,037.90
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, Genuine, For Use In HP Color LaserJet Printers: 4600, 4600dn, 4600dtn, 4600hdn, 4600n, 4610N, 4650, 4650dn, 4650dtn, 4650hdn, 4650n, Print Color: Yellow, Print Yield: 8000 Page, C9722A	30	EA	HEWLETT PACKARD CO	C9722A	$198.57	$5,957.10							$0.00	$5,957.10
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, Genuine, For Use In HP Color LaserJet Printers: 4600, 4600dn, 4600dtn, 4600hdn, 4600n, 4610N, 4650, 4650dn, 4650dtn, 4650hdn, 4650n, Print Color: Black, Print Yield: 9000 Page, C9720A	30	EA	HEWLETT PACKARD CO	C9720A	$146.56	$4,396.80							$0.00	$4,396.80
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, Genuine, For Use In HP Color LaserJet Printers: 4600, 4600dn,, 4600dtn, 4600hdn, 4600n, 4610N, 4650,, 4650dn, 4650dtn, 4650hdn, 4650n, Print Color: Magenta, Print Technology: Laser, Print Yield: 8000 Page, C9723A	30	EA	HEWLETT PACKARD CO	C9723A	$198.57	$5,957.10							$0.00	$5,957.10
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, Genuine, For Use In HP LaserJet 5P, 5MP, 6P, 6MP, 6pse, 6pxi, Color Toner: Black, Page Yield: 4000, C3903A	30	EA	HEWLETT PACKARD CO	C3903A	$88.26	$2,647.80							$0.00	$2,647.80
Cartridge - Genuine	Cartridge, Toner Cartridge, HP, HP 80A LaserJet toner cartridge, Color: Black, 2700 page yield, CF280A	30	EA	HEWLETT PACKARD CO	CF280A	$75.86	$2,275.80							$0.00	$2,275.80
Cartridge - Genuine	Cartridge, Toner Cartridge, Xerox, Genuine, For Use In Xerox Phaser Printers:7400, 7400DN, 7400DT, 7400DX, 7400DXF, 7400N, Print Color: Cyan, Print Technology: Laser, Print Yield: 18000 Page, 106R01077	30	EA	SP RICHARDS	XER106R01077	$332.01	$9,960.30							$0.00	$9,960.30
Cartridge - Genuine	Cartridge, Toner, Brother DR350	30	EA	BROTHER INTL CORP	DR350	$66.23	$1,986.90							$0.00	$1,986.90
Cartridge - Genuine	Cartridge, Toner, Brother TN450	30	EA	BROTHER INTL CORP	TN450	$33.25	$997.50							$0.00	$997.50
Cartridge - Genuine	Cartridge, Toner, Canon CLI 8 PM	30	EA	CANON USA	0625B002AA	$10.37	$311.10							$0.00	$311.10
Cartridge - Genuine	Cartridge, Toner, Canon FX-8/S-35	30	EA	CANON USA	8955A001AA	$75.71	$2,271.30							$0.00	$2,271.30
Cartridge - Genuine	Cartridge, Toner, Sharp Machine (IT) MX-31NTCA	30	EA			$0.00	$0.00							$0.00	$0.00
Cartridge - Genuine	Cartridge, Toner, Sharp Machine (IT) MX-31NTMA	30	EA			$0.00	$0.00							$0.00	$0.00

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY.	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cartridge - Genuine	Cartridge, Toner, Sharp Machine (IT) MX-31NTYA	30	EA			$0.00	$0.00							$0.00	$0.00
Cartridge - Genuine	Cartridge, Toner, Xerox 006R01218	30	EA	HORIZON USA	XER006R01236	$72.31	$2,169.30							$0.00	$2,169.30
Cartridge - Genuine	Cartridge, Xerox, Genuine, For Use on Xerox Phaser Printers:7400, 7400DN, 7400DT, 7400DX, 7400DXF, 7400N, Print Color: Yellow, Print Technology: Laser, Print Yield: 18000 Page	30	EA	SP RICHARDS	XER106R01152	$227.16	$6,814.80							$0.00	$6,814.80
Cartridge - Genuine	Unit, Transfer Unit, Xerox, Genuine, For Use In Phaser Color Printers: 7400 , 7400N , 7400DN , 7400DXF , 7400DNZ , 7400DT , 7400DX, Duty Cycle: 100000 Page, Print Technology: LED, 101R00421	30	EA	AZERTY DIV UNTD STATNRS SUPL	XER101R00421	$214.85	$6,445.50							$0.00	$6,445.50
Cartridge - Genuine	Unit, Drum Unit, Brother, Genuine, For Use In Brother HL-720, HL-730DX, & MFC-4350, 4550, 4650, 6550, 7550A, Brother: INTELLIFAX2600 , INTELLIFAX2750 , INTELLIFAX3550 , INTELLIFAX3650 , INTELLIFAX3750 , MFC4300 , MFC4350 , MFC4450 , MFC4550 , MFC4550PLUS , MFC4600 , MFC4650 , MFC6550MC , MFC6650MC , MFC7550MC , MFC7650MC , MFC7750, Duty Cycle: 20000 Page, Print Color: Black, DR200	30	EA	BROTHER INTL CORP	DR200	$119.52	$3,585.60							$0.00	$3,585.60
Case	Case, 17.3" Laptop Case, Black, Polyester, 18.5" x 3.5" x 15. 75", Slip pocket, Front pocket, padded handles and a removable Adjustable strap with anti-slip shoulder pad	30	EA	HERITAGE TRAVELWARE LTD	934665	$12.49	$374.70							$0.00	$374.70
Case	Case, Slim case for CD/DVD, Slim color CD/DVD cases prevent your CDs and DVD, Assorted colors included blue, green, Yellow, Red, Purple, and Blue, Material: Plastic, Style: Jewel Case, 50 per Box	30	BX	MEMOREX PRODUCTS INC	32021951	$4.02	$120.60							$0.00	$120.60
Cassette	Cassette, DVM Digital Video Cassette, 60 Minutes, 3 per Pack	60	PK	MAXELL CORP OF AMERICA	298016	$4.39	$263.40							$0.00	$263.40
Certificate	Certificate, Parchment Paper, 8-1/2" x 11", 24 lb, Color: Gold, Border, Gold, Brown, Compatible with laser printers, inkjet printers and copiers, 25 per Pack	36	PK	ROYAL CONSUMER PRODUCTS LLC	39451	$0.56	$20.16							$0.00	$20.16
Clamp	Clamps, Large, 150 Sheets, 12 per Pack	96	PK	SP RICHARDS	ACC72610	$0.47	$45.12							$0.00	$45.12
Clamp	Clamp, Butterfly clamp, Hold 100 Sheets, Material: Steel, Tin Plated, Size: Small - 0.06" Gauge, Color: Silver, 50 per Pack	36	PK	SP RICHARDS	ACC72620	$0.83	$29.88							$0.00	$29.88
Clamp	Clamp, Large, Butterfly clamp, Material: Steel, Tin Plated, Size: Large - 0.07" Gauge, Hold Up To 150 Sheets, Color: Silver, 12 per Pack	30	PK	SP RICHARDS	ACC72610	$0.47	$14.10							$0.00	$14.10
Cleaner	Cleaner, Disinfectant Foam Cleaner, 24 oz, Multipurpose	72	EA	BUNZL DISTRIBUTION USA INC	2775	$1.71	$123.12							$0.00	$123.12
Cleaner	Cleaner, Disinfecting Spray, 19-oz spray	72	EA	SP RICHARDS	RAC75352EA	$1.54	$110.88							$0.00	$110.88
Cleaner	Cleaner, Spray, Ammonia-D Fluid, 32 oz	36	EA	BUNZL DISTRIBUTION USA INC	90135EA	$2.23	$80.28							$0.00	$80.28

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cleaner	Cleaner, Pipe, 18" x 1", Super Colossal Pipe Cleaners, 24 per Pack	30	PK	SP RICHARDS	CKC711001	$0.90	$27.00							$0.00	$27.00
Clipboard	Clipboard, Hardboard, 9" x 6", spring clip, 100 % Recycled Content	36	EA	NINGBO PRAISE STATIONERY	85004	$0.32	$11.52							$0.00	$11.52
Clipboard	Clipboard, Hardboard, 9" x 12-1/2", Brown	36	EA	OFFICEMATE INTL	83140	$0.35	$12.60							$0.00	$12.60
Clips	Binder clips, Nickel-plated wire arms fold flat in front and back positions. Material: Steel, Capacity: 0.25", Size: Mini - 0.56" Width, Color: Black	300	DZ	AIVEN ON STATIONERY CO LTD	LF-33	$0.43	$129.00							$0.00	$129.00
Clips	Paper Clips, Jumbo, 100 clips per Box, 10 Boxes per Pack	300	PK	OFFICEMATE INTL	10004	$1.61	$483.00							$0.00	$483.00
Clips	Clip, Paper, #1, Premium, 400 per Pack	144	PK	OFFICEMATE	10008	$0.46	$66.24							$0.00	$66.24
Clips	Clips, Paper, Plastic, 1-3/8", Assorted, 200 per Pack	144	PK	AIVEN ON STATIONERY CO LTD	LF-73	$0.63	$90.72							$0.00	$90.72
Clips	Clips, Binder Clips, Black, Tempered steel spring clasps, 12 per Box	60	BX	AIVEN ON STATIONERY CO LTD	8251828X	$0.09	$5.40							$0.00	$5.40
Clips	Clip, Binder Clips, 9/16" x 1/4", Mini	36	DZ	AIVEN ON STATIONERY CO LTD	LF-33	$0.43	$15.48							$0.00	$15.48
Clips	Clip, Binder Clip, Large, Steel, Capacity: 1.06", Size: Large - 2" Width, Color: Black, Silver	36	DZ	AIVEN ON STATIONERY CO LTD	RTP-001958-HD-087-07	$0.53	$19.08							$0.00	$19.08
Clips	Clip, Paper Clip, Smooth, Wire Gauge, Size: Jumbo - 1.75" Length, Color: Silver, 1000 per Pack	36	PK	OFFICEMATE INTL	10004	$1.98	$71.28							$0.00	$71.28
Clips	Clip, Binder Clip, Steel, Capacity: 0.62", Size: Medium - 1.25" Width, Color: Black, Silver	36	DZ	AIVEN ON STATIONERY CO LTD	825190BX	$0.20	$7.20							$0.00	$7.20
Clips	Clip, Grip Clip, Rubberized soft grips, Black, Medium, 8 per Pack	36	PK	AIVEN ON STATIONERY CO LTD	OD12SG	$0.51	$18.36							$0.00	$18.36
Clips	Clip, Paper Clip, #1, Standard, Corrosion-resistant galvanized steel wire, 100 clips per Box, 10 Boxes per Pack	36	PK	OFFICEMATE INTL	10001	$0.64	$23.04							$0.00	$23.04
Clips	Clip, Binder clip, Small, Nickel-plated wire arms fold flat in front and back positions. Each clip is made of tempered steel, 3/4", Black, Material: Steel Capacity: 0.37	30	DZ	OFFICEMATE INTL	99020	$0.14	$4.20							$0.00	$4.20
Clips	Clips, Binder Clips, Nickel-plated wire arms fold flat in front and back positions, Black, Medium, Material: Steel, Capacity: 0.62", Size: Medium - 1.25" Width	30	DZ	OFFICEMATE INTL	99050	$0.35	$10.50							$0.00	$10.50
Clips	Clips, Fabric Panel Wall Clips and Hooks, Clips hold up to 40 sheets, Plastic Construction, Assorted, Include blueberry, watermelon, lime green and grape, 20 per Pack	30	PK	AIVEN ON STATIONERY CO LTD	LF-62	$0.32	$9.60							$0.00	$9.60
Clips	Clip, Paper Clip, No. 1, Smooth, Wire Gauge, Smooth, Size: 1.37" Length, Color: Silver, 1000 per Pack	30	PK	OFFICEMATE INTL	10001	$0.64	$19.20							$0.00	$19.20

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution In the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Clips	Clip, Paper Clips, Jumbo, Non-Skid, galvanized steel wire, 100 clips per Box, 10 Boxes per Pack	30	PK	OFFICEMATE INTL	10005	$1.61	$48.30							$0.00	$48.30
Clips	Clip, Paper Clip, #1, 50% post-consumer content, 400 per Pack	30	PK	OFFICEMATE INTL	10011	$0.08	$2.40							$0.00	$2.40
Clips	Clip, Binder clip, Black, Nickel-plated wire arms fold flat in front and back positions, Material: Steel, Capacity: 1", Size: Large - 2" Width	30	DZ	OFFICEMATE INTL	99100	$0.94	$28.20							$0.00	$28.20
Clips	Clip, Binder Clip, Black, Medium, 5/8", Tempered steel spring clasps, 144 per Pack	30	PK	AIVEN ON STATIONERY CO LTD	RTP-001948-HD-087-07	$2.42	$72.60							$0.00	$72.60
Clock	Clock, Wall, Clock with Black Case, Black, Quartz movement, 12" dia x 1-13/16"D, Analog style, 24-hour clock numbers in red on dial, Metal hands, Glass lens Requires 1 AA battery (sold separately)	36	EA	VICTORY LIGHT USA	TC6008B	$2.91	$104.76							$0.00	$104.76
Container	Container, Foam Hinged, Insulated carryout container, Stacking rims, Secure closures, 200 per carton	60	CT	BUNZL DISTRIBUTION USA INC	YTD1-8803	$8.46	$507.60							$0.00	$507.60
Container	Container, Foam Food Container, Hot or cold, Insulated, white foam, bowl	45	EA	BUNZL DISTRIBUTION USA INC	YTD1-8803	$8.46	$380.70							$0.00	$380.70
Copyholder	Copyholder, Holds up to 1"-thick book or papers, Easel adjusts for proper height and angle, Line guide slides up or down, Plastic construction, Black, 30% post-consumer content	30	EA	DIWEI INDUSTRIAL CO LTD	421	$2.78	$83.40							$0.00	$83.40
Cord	Cord, Extension, Heavy-Duty, For indoor/outdoor use, 16-gauge wire, 25-ft. power cord, UL listed 125 volts/13 amps/1625 watts	150	EA	JIANDE CITY FEILONG ELECTRICAL	FL-110B/25FTG	$3.31	$496.50							$0.00	$496.50
Cover	Cover, Report Cover, Swing clip, Transparent, No need to hole punch documents, Holds up to 25 sheets of 8-1/2" x 11" paper	300	EA	FOREVER HONOUR IND LTD	OD554144	$0.19	$57.00							$0.00	$57.00
Cover	Cover, Report, Pressboard Side Hinge Report Covers, Red, 11" x 8-1/2"	120	EA	THREE COLOR STONE MANUFACTURE	OD433540	$0.64	$76.80							$0.00	$76.80
Cover	Cover, Report, Pressboard Side Hinge Report Covers, Blue, 11" x 8-1/2"	120	EA	THREE COLOR STONE MANUFACTURE	OD433532	$0.64	$76.80							$0.00	$76.80
Cover	Cover, Report, slide clip securely holds sheets. Pull out the clip, Insert pages and push clip into place, Material: Vinyl, Color: Black, Clear Front, Sheet Size: 8.50" x 11", 30 Sheet Standard: Letter	90	EA	ACCO BRANDS USA LLC	W21533	$0.49	$44.10							$0.00	$44.10
Cover	Cover, Table Covers, Paper Banquet, White, 54" x 108", Constructed of tissue and a 1-ply white plastic backing	30	EA	SP RICHARDS	TCO31108	$24.01	$720.30							$0.00	$720.30
Cover	Cover, Plastic Back Covers, Black, Solid, Polypropylene, Letter-size covers are unpunched, square corners, 8-1/2" x 11", Letter, 50 per Pack	30	PK	ACCO BRANDS USA LLC	25834A	$1.05	$31.50							$0.00	$31.50

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Cover	Cover, Report Cover, Linen, 3 Prong Report Covers, Blue, 8-1/2" x 11", 5 per Pack	30	PK	NINGBO GUANGBO IMP & EXP	OD433599	$0.95	$28.50							$0.00	$28.50
Cover	Report Covers, Side Hinge, Black,30% post-consumer content, 20-pt. embossed cover stock resists moisture, Leather embossed, coated cover stock, Color-matched hinges fastener secures thin or thick documents, Holds letter size, 8-1/2" x 11" documents	750	EA	FOREVER HONOUR IND LTD	OD554080	$0.34	$255.00							$0.00	$255.00
Cup	Cup, Foam, White, 10.0 oz, hold hot or cold beverages, One-piece construction, 25 cups per inner Pack, 1,000 per Carton	90	CT	BUNZL DISTRIBUTION USA INC	10J10	$0.35	$31.50							$0.00	$31.50
Cup	Cup, Single-poly-lined paper construction Symphony design, Hot Beverage, With Handle, 8.0 oz, 50 per Pack	60	PK	BUNZL DISTRIBUTION USA INC	OFX8N-J8002	$10.21	$612.60							$0.00	$612.60
Disc	DVD-R, Inkjet Printable, 4.7GB, 16x, Thermal Printable, 50 per Pack	90	PK	MEMOREX PRODUCTS INC	20356485184	$5.19	$467.10							$0.00	$467.10
Disc	Disc, CD-R Recordable Disc, 700MB/80 Minutes, 52X Write Speed, Inkjet Printable, 50 Per Pack Play back in CD-R/RW players, CD-ROM and DVD drives, Print Technology: Inkjet, 50 per Pack	45	PK	MEMOREX PRODUCTS INC	3202-6513	$3.44	$154.80							$0.00	$154.80
Disc	Disc, DVD Recordable Discs and Spindles, Storage Capacity: 4.70 GB, Color: White, Form Factor: 120mm, Print Technology: Thermal, Maximum Write Speed: 16x, Printable, 50 per Pack	30	PK	MEMOREX PRODUCTS INC	20356485184	$5.19	$155.70							$0.00	$155.70
Disc	Disc, CD-R Recordable Discs, Storage Capacity: 700 MB, 80 Minutes, Color: White, Hub Printable, Print Technology: Inkjet, Maximum Write Speed: 52x, 50 per Pack	30	PK	MEMOREX PRODUCTS INC	32024563	$4.44	$133.20							$0.00	$133.20
Disc	Disc, DVD Recordable Discs, Storage Capacity: 4.70 GB, Form Factor: 120mm, Write Speed: 16x, Recording Time: 2 Hour, Media Formats: DVD+R, 50 per Pack	30	PK	MEMOREX PRODUCTS INC	20356485191	$5.19	$155.70							$0.00	$155.70
Disc	Disc, DVD Recordable Disc Spindles, Storage Capacity: 4.70 GB, Color: Silver, Form Factor: 120mm, Write Speed: 16x, Recording Time: 2 Hour, Media Formats: DVD-R, 100 per Pack	30	PK	MEMOREX PRODUCTS INC	20356485207	$9.23	$276.90							$0.00	$276.90
Disc	Disc, DVD-R, Spindle, Storage Capacity: 4.70 GB, Form Factor: 120mm, Maximum Write Speed: 16x, Maximum Recording Time: 2 Hour, 100 per Pack	30	PK	MEMOREX PRODUCTS INC	20356485207	$9.23	$276.90							$0.00	$276.90
Disc	Disc, CD-RW Rewritable Disc, CD-RW High Speed media is compatible with 8X to 12X computer CD Rewriters, .Storage Capacity: 700 MB, Form Factor: 120mm, Maximum Write Speed: 12x, Maximum Recording Time: 1.33 Hour, 25 per Pack	30	PK	MEMOREX PRODUCTS INC	32023424	$5.14	$154.20							$0.00	$154.20

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Dish	Dish, Clip Dish, Two-Tone Mesh, Black, 4-5/16" x 2", Jumbo, 70% post-consumer content	36	EA	FOUR POWER IND CO LTD	XL-007A	$0.26	$9.36							$0.00	$9.36
Dispenser	Dispenser, Magnetic Clip Dispenser, Includes 100 #2 vinyl paper clips Black/Clear	216	EA	AIVEN ON STATIONERY CO LTD	CLIP-DISPENSER-1PK	$0.20	$43.20							$0.00	$43.20
Dispenser	Dispenser, Desktop, 2-3/4" x 6-1/2" x 2-3/4", Black, Heavily-weighted base, plastic dispenser, Holds tape up to 3/4" wide x 1,296" long on a 1" core, Tape not included	90	EA	3M CO	C38-BK	$0.72	$64.80							$0.00	$64.80
Dispenser	Dispenser, Desktop tape dispenser, Attached tape hub, Heavily weighted nonskid base, Color: Silver, Holding Size: 1 Tape of 0.75" Width x 125 ft Length with 1" Core	30	EA	3M CO	C60-ST	$0.98	$29.40							$0.00	$29.40
Dividers	Dividers, Laminated Dividers with Pre-Printed Tabs, 11" x 8-1/2", 1-31 per set, 30% post-consumer content, buff-colored paper is 3-hole punched, Single-sided gold reinforced binding edge, reinforced tabs	450	ST	AVERY PRODUCTS CORPORATION	24283	$1.26	$567.00							$0.00	$567.00
Dividers	Dividers, Big Tab Insertable Dividers, 11" x 8-1/2", Tan, Transparent, 5 per Set	300	ST	ASIA FILE PRODUCTS SDN BHD	OD574789	$0.13	$39.00							$0.00	$39.00
Dividers	Dividers, Copper, Big Tab Insertable Dividers, 11" x 8-1/2", Tan, Transparent, 8 per Set	300	ST	ASIA FILE PRODUCTS SDN BHD	OD574817	$0.19	$57.00							$0.00	$57.00
Dividers	Dividers, Translucent Ready Index Table of Contents Dividers with Multicolor Tabs, 11" x 8-1/2",Table of Contents page is translucent, Numbered tabs color-coded to section numbers on Table of Contents page, Three-hole punched, Package Includes: Table of Contents divider and five tab dividers per set	225	ST	AVERY PRODUCTS CORPORATION	11131	$0.34	$76.50							$0.00	$76.50
Dividers	Divider, Double Pocket Dividers, Letter, Buff, 30% post-consumer content, 5 untabbed dividers have pockets on both sides, 5 per Pack	180	PK	ASIA FILE PRODUCTS SDN BHD	OD574733	$0.25	$45.00							$0.00	$45.00
Dividers	Dividers, with Eraserable Tabs, 11" x 8-1/2", Assorted Colors, 1 set of 5 Dividers	150	ST	ASIA FILE PRODUCTS SDN BHD	OD360677	$0.16	$24.00							$0.00	$24.00
Dividers	Dividers, Table of Contents Dividers, Multicolor, 3-hole punched, 11" x 8-1/2", Assorted, 1 set labeled 1-31, Mylar reinforced holes and tabs, 10% post-consumer content, Index page lines correspond to preprinted tabs	150	ST	AVERY PRODUCTS CORPORATION	11129	$1.36	$204.00							$0.00	$204.00
Dividers	Divider, Title: Blank, Copper Reinforced, Insertable Tab, Holes: 3 x Punched, Dividers: Buff Paper, Tabs: 5, Tabs per Set: 5 Tab/Set, Tab Color: Multicolor, Post Consumer Content: 30%	144	ST	ASIA FILE PRODUCTS SDN BHD	OD574803	$0.13	$18.72							$0.00	$18.72

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Dividers	Dividers, Tab, Print directly on tabs, Unpunched dividers, White, 100 lb. stock, Each set contains five tabs, Features: Unpunched, Dividers: Paper Letter - 8.50" Width x 11" Length, Tabs: 5, Tabs per Set: 5, 30 Sets per Box, Tab Color: White, Divider Color: White, Post Consumer Content: 30%	90	BX	ASIA FILE PRODUCTS SDN BHD	OD475248	$4.55	$409.50							$0.00	$409.50
Dividers	Divider, Multicolor Table of Contents Dividers, Assorted, 100% post-consumer content, 3 sets of 8 dividers per Pack	78	PK	AVERY PRODUCTS CORPORATION	11133	$0.61	$47.58							$0.00	$47.58
Dividers	Dividers, with Black Leatherette Preprinted tabs, 1 set labeled A-Z, 11" x 8-1/2"	75	ST	ASIA FILE PRODUCTS SDN BHD	OD574698	$0.57	$42.75							$0.00	$42.75
Dividers	Divider, Plastic Insertable Dividers, 11" x 9", Assorted, 1 set of 8 dividers	72	ST	ASIA FILE PRODUCTS SDN BHD	OD409158	$0.69	$49.68							$0.00	$49.68
Dividers	Divider, Bluff Dividers with Red Leather Pre-Printed Tab Dividers, 11" x 8-1/2", Set includes 1 set of January - December Dividers	60	ST	ASIA FILE PRODUCTS SDN BHD	OD574635	$0.46	$27.60							$0.00	$27.60
Dividers	Dividers, Legal Exhibit Dividers, 11" x 8-1/2", White, 1-25, 1 Set of 25	60	ST	AVERY PRODUCTS	1330	$0.37	$22.20							$0.00	$22.20
Dividers	Divider, Table of Contents Dividers, Black and White, 11" x 8-1/2", A - Z, 1 set of A - Z Dividers per Pack, 10% recycled content, Preprinted tabs, 3-hole punched, reinforced holes and tabs	36	PK	ASIA FILE PRODUCTS SDN BHD	OD409716	$0.64	$23.04							$0.00	$23.04
Dividers	Divider, Big Tab Insertable Dividers, 11" x 8-1/2", Tan, Assorted, 30% post-consumer content, 1 set of 5 dividers	36	ST	ASIA FILE PRODUCTS SDN BHD	OD574803	$0.12	$4.32							$0.00	$4.32
Dividers	Divider, Insertable Tab Divider, 11" x 8-1/2", Assorted Colors, 30% post-consumer content, Gold Mylar-reinforced binding edge, 3-hole punched, Buff, 3 sets of 8 dividers per Pack	36	PK	ASIA FILE PRODUCTS SDN BHD	OD315705	$0.17	$6.12							$0.00	$6.12
Dividers	Divider, Big Tab Insertable Dividers, 11" x 8-1/2", Tan, Transparent, 8 per Set, 30% post-consumer content	30	ST	ASIA FILE PRODUCTS SDN BHD	OD574852	$0.19	$5.70							$0.00	$5.70
Dividers	Divider, Big Tab Insertable Dividers, 11" x 8-1/2:, Tan, Transparent, 5 per Set, 30% post-consumer content	30	ST	ASIA FILE PRODUCTS SDN BHD	OD574803	$0.13	$3.90							$0.00	$3.90
Dividers	Divider, 11" x 8-1/2", Clear Label Divider, White, 30% post-consumer content, Label all tabs at once using the Easy Apply label strip, 1 set of 8 dividers	30	ST	ASIA FILE PRODUCTS SDN BHD	OD575034	$0.23	$6.90							$0.00	$6.90
Dividers	Divider, Table of Contents Dividers, Multicolor, 11" x 8-1/2", Assorted colors, 1 set of 1-10 numbered tabs, 10% post-consumer content, Index page lines correspond to preprinted tabs, 3-hole punched, Mylar reinforced holes and tabs	30	EA	ASIA FILE PRODUCTS SDN BHD	OD912115	$0.26	$7.80							$0.00	$7.80

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Dividers	Dividers, Write-On Dividers, 11" x 8-1/2", Assorted Tab Colors, 3 sets of 5 dividers per Pack	30	PK	ASIA FILE PRODUCTS SDN BHD	OD627156	$0.34	$10.20							$0.00	$10.20
Dividers	Dividers, Big Tab Insertable Dividers, 11" x 8-1/2", White, Transparent, 5 per Set, 30% post-consumer content	900	ST	ASIA FILE PRODUCTS SDN BHD	OD574985	$0.17	$153.00							$0.00	$153.00
Dividers	Dividers with Black Leatherette Preprinted Tabs, 11" x 8-1/3", 1-31 per set	450	ST	ASIA FILE PRODUCTS SDN BHD	OD574726	$0.80	$360.00							$0.00	$360.00
Dividers	Dividers, 11" x 8-1/2", Plastic Insertable Dividers, Letter, Big tabs and inserts, Dividers are three-hole punched, Title: Print-on, Tabs: 8, 8 Tabs per Set, Tab Color: Multicolor, Post Consumer Content: 20%	150	ST	ASIA FILE PRODUCTS SDN BHD	OD574852	$0.18	$27.00							$0.00	$27.00
Drives	Drives, Flash storage, usability of a clip, Compatible with all USB ports, 4GB, Black	36	EA	SANDISK CORP	SDCZ60-004G-A11	$3.06	$110.16							$0.00	$110.16
Drives	Drives, Flash storage, Clip-it USB Drives, 4 GB, Pink, Compatible with all USB ports	30	EA	VERBATIM AMERICAS LLC	95236	$3.09	$92.70							$0.00	$92.70
Drum	Drum, Brother, Black, For Use in Brother Printers: MFC-8220 , MFC-8440, MFC-8640D, MFC-8840D, MFC-8840DN , DCP-8040 , DCP-8045D , HL-5140 , HL-5150D , HL-5150DLT , HL-5170DN, HL-5170DLT, Duty Cycle: 20000 Page, Print Technology: Laser, Print Coverage: 5%, DR510	45	EA	BROTHER INTL CORP	DR510	$102.26	$4,601.70							$0.00	$4,601.70
Easel	Easel, Easels stand 63" H when set up Lightweight easel supports up to 5 lbs	60	EA	BI SILQUE VISUAL COMM	FLX10201-002AA	$7.63	$457.80							$0.00	$457.80
Envelopes	Envelopes, Material: Wove, Color: White, Closure: Gummed Flap, Seam: Diagonal, Envelope Weight: 24 lb, Envelope Classification: #10, 4-1/8" x 9-1/2", 500 per Box	300	BX	CENVEO CORP	78125	$3.01	$903.00							$0.00	$903.00
Envelopes	Envelope, Number 55, Closure: Clasp envelope with Resealable closure, Envelope has deep gumming on flap, Color: Kraft, 6" x 9", 28 lb, 100 per Box	150	BX	CENVEO CORP	78955	$1.94	$291.00							$0.00	$291.00
Envelopes	Envelope, Heavy-duty clasp envelopes, open-end style, Metal clasp, 28 lb., Color: Kraft, Closure: Clasp Open End, Envelope Classification: # 55, 6" x 9", 100 per Box	150	BX	CENVEO CORP	78955	$1.94	$291.00							$0.00	$291.00
Envelopes	Envelope, Catalog, 9" x 12", 28 lb Kraft Paper Stock, Gummed Flap, Brown, 250 per Box	144	BX	CENVEO CORP	77673	$5.31	$764.64							$0.00	$764.64
Envelopes	Envelope, Catalog, Kraft, catalog Envelope, 10" x 13", 20 lb, Gummed Flap envelopes, Brown, Classification: # 13-1/2, 250 per Box	120	BX	CENVEO CORP	41465	$6.25	$750.00							$0.00	$750.00
Envelopes	Envelope, Clasp, Brown, #110, 12" x 15-1/2", 28-lb. Kraft Paper Stock, Gummed flap and reinforced metal clasp, 100 per Box	75	BX	CENVEO CORP	78910	$3.97	$297.75							$0.00	$297.75
Envelopes	Envelope, Standard Clasp, Material: Kraft, Color: Brown, Closure: Clasp, Envelope Classification: #93, 9-1/2" x 12-1/2", 28 lb, 100 per Box	75	BX	CENVEO CORP	77993	$3.04	$228.00							$0.00	$228.00

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Envelopes	Envelope, Catalog, Kraft, Brown, 10" x 13", 28 lb, Gummed Flap, 250 per Box	75	BX	CENVEO CORP	77688	$7.06	$529.50							$0.00	$529.50
Envelopes	Envelope, White, Catalog, 6" x 9", 28-lb White Wove, Peel to Seal, 20% post-consumer content, 100 per Box	66	BX	CENVEO CORP	77920	$3.62	$238.92							$0.00	$238.92
Envelopes	Envelope, Kraft Catalog, 9" x 12", 20 lb. Kraft paper stock, Gummed Flap, Classification: #10-1/2, Color: Brown, 250 per Box	60	BX	CENVEO CORP	77673	$5.31	$318.60							$0.00	$318.60
Envelopes	Envelope, Catalog, White, 12" x 15-1/2", Lightweight, Color: White, Peel and Seal Open End Flap, Envelope Weight: 14.00 lb, Envelope Classification: #15-1/2, 100 per Pack	45	PK	CENVEO CORP	R4520	$37.19	$1,673.55							$0.00	$1,673.55
Envelopes	Envelope, Number 90, Clasp, Kraft, Brown, 9" x 12", 28 lb., Gummed flap and reinforced metal clasp, 28-lb. Kraft paper stock, 100 per Box	36	BX	CENVEO CORP	78990	$2.65	$95.40							$0.00	$95.40
Envelopes	Envelope, Catalog, Brown, 6" x 9", 28 lb. Kraft Paper, Gummed Flap, 500 per Box	36	BX	CENVEO CORP	40765	$7.98	$287.28							$0.00	$287.28
Envelopes	Envelope, Double Window Tax Form Envelope, 3-7/8" x 8-3/8", White, Material: Wove, Security Tint, Closure: Gummed, Seam: Side Seam, Print: Important Tax Return Document Enclosed, Envelope Weight: 24.00 lb, Envelope Classification: #24, 24 per Pack	30	PK	CENVEO CORP	77159	$5.11	$153.30							$0.00	$153.30
Envelopes	Envelope, Window Envelope, 4-1/8" x 9-1/2", #10, White Wove, Transparent poly window, Diagonal seam construction, 24-lb. Paper, 500 per Box	30	BX	CENVEO CORP	76171	$7.68	$230.40							$0.00	$230.40
Envelopes	Envelope, 4-1/8" x 9-1/2", #10, White, Inside blue tint, diagonal seam construction, 24-lb. white wove paper stock, Gummed flap, 500 per Box	30	BX	CENVEO CORP	77128	$3.86	$115.80							$0.00	$115.80
Envelopes	Envelope, Number 90, High Bulk Clasp Envelope, 9" x 12", Gummed & Clasp, Brown, Kraft, 100 per Box	30	BX	CENVEO CORP	77490	$5.04	$151.20							$0.00	$151.20
Envelopes	Envelopes, Number 75, 7-1/2" x 10-1/2", Brown, Gummed flap and reinforced metal clasp, 28-lb. Kraft, 100 per Box	30	BX	CENVEO CORP	77975	$2.71	$81.30							$0.00	$81.30
Envelopes	Envelope, Number 97, Kraft Clasp, Brown, Gummed flap and reinforced metal clasp, 28-lb. paper stock, 100 per Box	150	BX	CENVEO CORP	78997	$3.19	$478.50							$0.00	$478.50
Envelopes	Envelope, Double Window Tax Form Envelopes, 9" x 5 5/8", White, Inside Tint, Window envelopes are designed for 1099 and miscellaneous forms, "Important Tax Return Document Enclosed" is printed on front of envelope, Security Tint, Window: Top Left, Left, Envelope Weight: 24.00 lb, Envelope Classification: #24, Post Consumer Content: 30%, 24 per Pack	30	PK	TAX FORMS PRINTING INC	66662925-12	$1.06	$31.80							$0.00	$31.80

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Erasers	Erasers, Cap, Soft rubber erasers, Fits any standard pencil, Assorted colors, 25 Per Pack	75	PK	WENZHOU AIHAO PEN TRADE 402	ERCPCL72	$0.35	$26.25							$0.00	$26.25
Erasers	Eraser, Vinyl drafting eraser, Material: Vinyl, Color: White, Eraser Type: Lead Pencil Eraser	30	DZ	SANFORD LP	73201	$2.43	$72.90							$0.00	$72.90
Fasteners	Fasteners, Prong, 2-3/4", 3-1/2", 50 per Pack, Sets include prong bases and binding compressors	300	PK	OFFICEMATE INTL	99850	$2.94	$882.00							$0.00	$882.00
Fasteners	Fasteners, Round Head Fasteners, 1", Solid Brass - plated, 100 per Pack	150	PK	ABEL INDUSTRIES	ABEL-02	$0.38	$57.00							$0.00	$57.00
Fasteners	Fasteners, Self-Adhesive Prong Paper Fasteners, Corrosion Resistant Steel, 2-3/4" hole-to-hole, 100 per Pack	60	PK	CYBER POWER INTL LTD	7001 1" AD	$0.70	$42.00							$0.00	$42.00
File	File, Open Top File, Legal, Heavy Duty Leather-Like Expanding Open Top File, Reinforced Gusset, 12 pockets are labeled January to December, Each pocket expands to 7/8". Double thick front and back panels have a heavy reinforcement liner board. Post Consumer Content: 30%, Brown	150	EA	SMEAD MFG CO	70490	$2.98	$447.00							$0.00	$447.00
File	File, Manila File Folder, Letter, Straight cut, 30% post-consumer content, Single-ply tabs, 100 per Box	150	BX	SMEAD MFG CO	150L	$3.12	$468.00							$0.00	$468.00
File	File, Pocket, Color, Letter, 11-pt stock, File Color: Yellow, 10% post consumer paper, Color-matched ® tape, reinforcements at gusset tops, Front panel folds down, 3-1/2" Expansion	150	EA	SMEAD MFG CO	1524E-Y EA	$0.41	$61.50							$0.00	$61.50
File	File, Expanding Legal Case File, 14" Expansion, 21 pockets, Plastic lock and handle, Preprinted tabs, Reinforced gussets, Legal size: 15-1/2" W x 5-1/2" D x 11" H, Color: Black	150	EA	SMEAD MFG CO	71199	$12.88	$1,932.00							$0.00	$1,932.00
File	File, Wall File Pockets, Holds letter-, legal- and A4-size documents. Mounting hardware included, Material: Plastic, Pockets: 1, Color: Smoke, Placement: Wall Mountable, Height: 10.3", Width: 10.9", Depth: 4.0"	108	EA	OFFICEMATE INTL	21631	$3.34	$360.72							$0.00	$360.72
File	File, Manila File Jackets, Legal, 1" Expansion, 11-pt. manila stock, Straight-cut, Reinforced Double-ply Tab, 1/2" high Thumb-cut Front, Closed Sides, 50 per Box, 10% post-consumer content	90	BX	SMEAD MFG CO	76520	$6.64	$597.60							$0.00	$597.60
File	File, Expanding File, Legal, Heavy-Duty, A-Z, 10% post-consumer content, reinforced gusset tops, Reinforced partitions, Extra-thick durable covers, 12 pockets, No Closure	60	EA	SMEAD MFG CO	70430	$3.03	$181.80							$0.00	$181.80

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST, INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
File	File, Expanding File, Letter, 10% post-consumer content, Reinforced gusset tops resists tears, Kraft material with elastic-cord closure, Flap closure, Preprinted tabs, 31 pockets , Tab text 1-31	45	EA	SMEAD MFG CO	R217D	$3.39	$152.55							$0.00	$152.55
File	File, Expanding, Legal, Heavy-Duty, 10% post-consumer content, leather like material, reinforced gusset tops, Reinforced partitions, Extra-thick durable covers, Preprinted Tabs, 31 Pockets, Tab Text 1-31, 31 pockets , no closure	45	EA	SMEAD MFG CO	70804	$2.58	$116.10							$0.00	$116.10
File	File, Wall, Single Pocket, Letter, Gray, 13-3/4" x 3" x 6-13/16", Smoke, polycarbonate construction, Mount with 2 screws or mounting tape (both hardware and tape included)	36	EA	ADVANTUS CORP	65195	$1.68	$60.48							$0.00	$60.48
File	File, Manila File Folder, Legal, Straight cut, Single-ply tabs, 10% post-consumer content, 100 per Box	150	BX	SMEAD MFG CO	150C	$3.99	$598.50							$0.00	$598.50
Film	Film, PVC Food Wrap, Built-in cutter, 1 roll per Box	180	BX	SP RICHARDS	RFP910	$15.67	$2,820.60							$0.00	$2,820.60
Film	Film, Liquid Paper Correction Film, Transparent, Tape Length: 27.92 ft, Tape Width: 0.20", Non-refillable, Tape Color: White, Dispenser: Pen Style (Included), Line Coverage: 1, 2 per Pack	144	PK	PLUS CORP OF AMERICA	RUSHCT	$1.11	$159.84							$0.00	$159.84
Film	Film, Correction Film with Dispenser, 1/6" x 473", Tape Color: White, 1 Green Dispenser and 1 Purple Dispenser per Pack	75	PK	HAYANSON CO LTD	1005	$0.54	$40.50							$0.00	$40.50
Flag	Flag, 1/2" x 1-3/4", Adhesive, Assorted Colors, 140 Flags per Pack, 35 Flags of each color: red, yellow, blue, and green, 4 per Pack	72	PK	3M CO	684ARR3	$1.16	$83.52							$0.00	$83.52
Flag	Flag, 1" x 1-3/4", Removable, Self-adhesive, Dispenses one flag at a time, Color: Bright Green, Dispenser: Included - Pop-up, 50 Flags/Dispenser, 2 Dispenser per Pack	36	PK	3M CO	DS100	$3.99	$143.64							$0.00	$143.64
Flag	Flag, Printed Message Flag to read "Sign Here", Self Adhesive, Removable, Color: Yellow, 1" x 1.75", Shape: Arrow, Rectangle, Dispenser: Included - Pop-up Print, 100 Flags per Dispenser, 2 Dispenser per Pack	30	PK	3M CO	680-9-24	$19.79	$593.70							$0.00	$593.70
Flag	Flag, Arrow Flags, 1/2" x 1-3/4", Removable, Self-adhesive, Assorted colorful, bold arrow, Includes clear dispenser to hold flags in different colors, Quantity: 20 x Blue, 20 x Green, 20 x Purple, 20 x Red, 20 x Yellow, 5 per Pack	30	PK	3M CO	684ARR3	$1.16	$34.80							$0.00	$34.80

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Flag	Flag, Arrow Flags to read "Sign Here", 0.50" W x 1.75" L, Ruled, Removable and Self-adhesive, Color: Red, Dispenser: Included - Pop-up, 80 Flags per Dispenser, 4 Dispenser per Pack	30	PK	3M CO	684-RDSH	$1.18	$35.40							$0.00	$35.40
Flag	Flag, Self Adhesive, 1" x 1-3/4", Standard Flag, Green, Dispenser: Included - Pop-up, 2 per Pack	30	PK	3M CO	680-GN2	$1.56	$46.80							$0.00	$46.80
Flash Drive	Flash Drive, USB 2.0, 16GB, 2-year Limited Warranty	45	EA	SANDISK CORP	SDCZ60-016G-A46	$8.72	$392.40							$0.00	$392.40
Flash Drive	Flash Drive, Compatible with all USB ports, Retractable housing slides the connector in and out with no cap, Host Interface: USB 2.0, Compatibility: Plug and Play Operating System: Windows 7, Vista, Storage Capacity: 4 GB, Standard Warranty: Lifetime Limited, Features: Password Protection, Form Factor: External	600	EA	LEXAR MEDIA INC	LJDS73-128ASBNA	$43.10	$25,860.00							$0.00	$25,860.00
Flashlight	Flashlight, Industrial Heavy Duty, Yellow/Black, Unbreakable lens and a 250,000-cyce switch	72	EA	ENERGIZER BATTERY INC	IN251WB-S	$1.94	$139.68							$0.00	$139.68
Folder	Folder, Pressboard Classification Folders with Embossed Fasteners, Legal, 30% post-consumer (pressboard covers), 10% post-consumer (Kraft dividers), 25-pt. pressboard cover with 17-pt. Kraft dividers, expandable gusset 2"-capacity embossed fasteners on covers 1"-capacity 2-way fasteners on dividers 2/5-cut, right-of-center tab, 10 per Box Green	300	BX	SMEAD MFG CO	18722	$5.06	$1,518.00							$0.00	$1,518.00
Folder	Folder, Reinforced Manila File Folder, Letter, Straight Cut, 10% post-consumer content, 11-pt. manila stock Double-ply tab, scored bottom, 100 per Box	300	BX	SMEAD MFG CO	10310	$4.68	$1,404.00							$0.00	$1,404.00
Folder	Folder, Manila File Folder, 1/3 Cut,30% post-consumer content, scored bottoms, Single-ply tabs, 100 per Box	225	BX	SMEAD MFG CO	810838	$2.26	$508.50							$0.00	$508.50
Folder	Folder, Pressboard 6-and 8-Fastener Classification Folder, Letter, 30% post-consumer content, 2-14" Expandable gusset, 25-pt. pressboard cover with embossed fasteners, 2/5-cut right-of-center tab, Blue, 2 per Box	150	BX	SMEAD MFG CO	C4-2DSS-BEZ	$2.71	$406.50							$0.00	$406.50
Folder	Folder, Twin Pocket, 8-1/2" x 11", Assorted Colors, 1/2" Expansion, 25 per Pack, 100% post-consumer content	75	PK	NINGBO GUANGBO IMP & EXP	OD438366	$0.76	$57.00							$0.00	$57.00

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Folder	Folder, Expanding Classification Folder with Fasteners, legal, Gray, 2" Expansion, Folders has 2" prong K-style fasteners in positions No. 1 and 3 and are made of 25 point gray/green pressboard stock, Green Tabs: Straight Cut, Fastener: 2 x 2" - Prong "K", Post Consumer Content: 30%, 25 per Box	75	BX	SMEAD MFG CO	SMD2K2ET500-13	$14.76	$1,107.00							$0.00	$1,107.00
Folder	Folder, Manila File Folder, Letter, 1/3" tab cut, 50 per Pack	72	PK	SMEAD MFG CO	81083B	$2.26	$162.72							$0.00	$162.72
Folder	Folder, Hanging Box Bottom Folder, Green, Legal, 2" Expansion, 10% post-consumer, poly laminate strips reinforce top and bottom folds, pressboard reinforced bottom insert, include 1/5-cut clear tabs and blank inserts, 25 per Box	60	BX	SMEAD MFG CO	64358	$6.15	$369.00							$0.00	$369.00
Folder	Folder, Hanging File Folders, Letter, Green, 10% post-consumer content, include 1/5-cut plastic tabs and blank inserts, 25 per Pack	60	PK	SMEAD MFG CO	810994	$1.96	$117.60							$0.00	$117.60
Folder	Folder, Letter, Manila, 10% post-consumer content, 1/3-cut assorted, extra-wide tabs Scored bottom for 3/4" expansion, 100 per Box	60	BX	SMEAD MFG CO	10401	$2.73	$163.80							$0.00	$163.80
Folder	Folder, Interior File Folder, Letter, Manila, 1/3 Cut Assorted Tabs, Folders Fit Inside Hanging Folders, 30% post-consumer content, 100 folders per Box	60	BX	SMEAD MFG CO	153L	$2.84	$170.40							$0.00	$170.40
Folder	Folder, All Tab File Folders, Letter, Manila, 1/3, Assorted, Left, center and right tabs all in 1 folder, 80 per Box, One 3X5, One Letter Size Pocket	60	BX	IDEASTREAM CONSUMER PROD LLC	FT07046	$3.28	$196.80							$0.00	$196.80
Folder	Folder, Pressboard Folders with Embossed Fasteners, Legal, Blue, 1/3, 30% post-consumer (pressboard), 25-pt., reinforced gusset, Two 2"-capacity embossed fasteners, 25 per Box	48	BX	SMEAD MFG CO	20001	$11.01	$528.48							$0.00	$528.48
Folder	Folder, Pressboard Classification Folders with Embossed Fasteners, Red, Letter, 30% post-consumer content, 25-pt. pressboard cover with 17-pt. Kraft dividers, expandable gusset, 2"-capacity embossed fasteners on covers, 1"-capacity 2-way fasteners on dividers, 2/5-cut, right-of-center tab, 10 per Box	45	BX	SMEAD MFG CO	13724	$4.31	$193.95							$0.00	$193.95
Folder	Folder, Hanging Folder, Legal, Green, 95% post-consumer content, includes clear plastic tabs and blank inserts, 1/5, 25 per Box	45	BX	SMEAD MFG CO	811018	$2.61	$117.45							$0.00	$117.45
Folder	Folder, Hanging Folder, Letter, Green, 10% post-consumer (paper stock) poly laminate strips reinforce top edges and bottom folds, letter-size sheet of printable inserts and clear 1/5-cut tabs, 25 per Box	45	BX	ESSELTE CORP	42590	$5.69	$256.05							$0.00	$256.05

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Folder	Folder, Hanging, Reinforced Extra Capacity Box-Bottom, Green, Letter, 2", 25 per Pack	36	PK	SMEAD MFG CO	64258	$5.14	$185.04							$0.00	$185.04
Folder	Folder, Colored Top Tab File Folder with Double-Ply Top, Letter, Yellow, Straight Cut Tab, 11 Pt. Stock, Expansion Size: 0.75", Post Consumer Content: 10%, 100 per Box	30	BX	SMEAD MFG CO	53LY	$3.77	$113.10							$0.00	$113.10
Folder	Folder, Hanging Folder, Reinforced, Legal, Green, 1/5, 100% Recycled, 25 per Box	30	BX	SMEAD MFG CO	C25H	$3.25	$97.50							$0.00	$97.50
Folder	Folder, Manila File Folder, Letter, 1/3 Cut, Single Ply Tabs, 100 per Box, 10% post-consumer content	30	BX	SMEAD MFG CO	810838	$2.26	$67.80							$0.00	$67.80
Folder	Folders, Reinforced Manila Folder with Embossed Fasteners, Legal, Manila, 1/3, Assorted, 10% post-consumer (paper stock), Double-ply reinforced tabs, 2"-capacity embossed fasteners, 50 per Box	30	BX	SMEAD MFG CO	19560	$8.44	$253.20							$0.00	$253.20
Folder	Folder, Manila Folder with Embossed Fasteners, Letter, 1/3, 10% recycled content, Double-ply reinforced tabs for durability, 2"-capacity embossed fasteners, 50 per Box	30	BX	SMEAD MFG CO	14560	$7.08	$212.40							$0.00	$212.40
Folder	Folder, File Folder, Letter, 1/3, 50% post-consumer content, 10-pt. manila stock; single-ply, undercut tab, Rounded corners and scored bottom for expansion, 100 per Box	30	BX	SMEAD MFG CO	810838	$2.26	$67.80							$0.00	$67.80
Folder	Folder, Pressboard End-Tab Classification Folders, Letter, Green, 30% post-consumer content, 25-pt. green pressboard cover have 2"-capacity embossed fasteners, 2-way fasteners, 2 dividers, 6 fasteners, 10 per Box	30	BX	SMEAD MFG CO	C4-2DSS-GNZ	$2.37	$71.10							$0.00	$71.10
Frame	Frame, with Hook and Loop Fastener, Transparent, Includes fasteners and magnet for optional hanging methods, Color: Clear, Placement: Wall Mountable, Insert Size: 8.50" Width x 11" Height	102	EA	VICTORY LIGHT USA	OD1052	$1.13	$115.26							$0.00	$115.26
Frame	Frame, Classic cherry-finish frame, trimmed with gold-beaded inlay, 11" x 14" frame is matted for 8-1/2" x 11" documents, certificates or photographs, Hang horizontally or vertically, Easel included for tabletop use	90	EA	VICTORY LIGHT USA	OD1028	$1.08	$97.20							$0.00	$97.20
Frame	Frame, Certificate Frame, plastic face, Blue, Holds 8 1/2" x 11" documents. Offers easel back and hangers for horizontal, vertical desk or wall display, Material: Leather Frame, Plastic Face, Color: Blue, Easel Back, Hanger, Desktop, Wall Mountable, Insert Size: 11" Width x 8.50" Height, Orientation: Horizontal, Vertical, 2 per Pack	90	PK	VICTORY LIGHT USA	OD1001	$1.79	$161.10							$0.00	$161.10

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Gloves	Gloves, Material: Latex, Size: Large, Color: White, Features: Powder-free, Textured, 100/Pack	1,500	PK	SP RICHARDS	KIM50707	$11.56	$17,340.00							$0.00	$17,340.00
Gloves	Gloves, Material: Latex, Size: Medium, Color: White, Features: Powder-free, Textured, 100 per Pack	600	PK	SP RICHARDS	KIM50708	$11.56	$6,936.00							$0.00	$6,936.00
Gloves	Gloves, Powder-Free Nitrile Multipurpose, Made from 100% synthetic polymer that is latex-free, Medium, 100 per Pack, Blue	450	PK	TRADEX INTERNATIONAL	NLG5201	$2.63	$1,183.50							$0.00	$1,183.50
Gloves	Gloves, Exam Gloves, Large, Purple, Nitrile, Textured fingertips, Powder-free, 9-1/2" long, 100 per Pack	60	PK	SP RICHARDS	KIM55083	$6.77	$406.20							$0.00	$406.20
Gloves	Gloves, Latex, Powder-Free, Small, White, 100 per Pack	60	PK	SP RICHARDS	KIM50706	$11.56	$693.60							$0.00	$693.60
Gloves	Gloves, Exam Gloves, Vinyl, Large, White, Powder-Free, 100 Per Box	30	BX	SP RICHARDS	KIM50707	$11.56	$346.80							$0.00	$346.80
Glue	Glue Sticks, 1.27 oz, Permanent, Clear, 2 per Pack	450	PK	JIANGSU XINGDA	95507-OD	$0.81	$364.50							$0.00	$364.50
Glue	Glue, Stick, All-Purpose, 0.21 oz, 3 per Pack	60	PK	JIANGSU XINGDA	95096-OD	$0.29	$17.40							$0.00	$17.40
Glue	Glue Stick, Clear, Permanent Adhesive, 0.26 oz, 3 per Pack	36	PK	JIANGSU XINGDA	EA0904W	$0.28	$10.08							$0.00	$10.08
Glue	Glue, Clear, Roll-N-Glue Adhesive Rubberized roller tread applicator, Glue Quantity: 1.01 fl oz	30	EA	SP RICHARDS	TOM62201	$1.82	$54.60							$0.00	$54.60
Highlighter	Highlighter, Fluorescent Highlighters, Chisel, 4 Color per Set, Assorted	120	ST	SANFORD LP	1825633	$1.14	$136.80							$0.00	$136.80
Highlighter	Highlighters, tank style, chisel tip, Ink Color: Fluorescent Orange, Marker Point Type: Broad	72	DZ	BEIFA GROUP CO LTD	ODHLORNG12PK	$0.93	$66.96							$0.00	$66.96
Highlighter	Highlighters, Desk-Style, Fluorescent, Yellow, Marker Point Style: Chisel	36	DZ	BEIFA GROUP CO LTD	HY1066-YL	$0.94	$33.84							$0.00	$33.84
Highlighter	Highlighter, Ink Color: Fluorescent Purple, Marker Point Style: Chisel	36	EA	SANFORD LP	1754469	$4.85	$174.60							$0.00	$174.60
Highlighter	Highlighter, Fluorescent Assorted Colors, Chisel tip, Plastic Clip, Includes assorted fluorescent colors 2 each of blue, yellow, green, orange, pink and purple, 2 each of blue, yellow, green, orange, pink and purple per Pack	36	PK	SANFORD LP	25053	$2.57	$92.52							$0.00	$92.52
Highlighter	Highlighters, 6-Color Set, Ink Color: Pink, Turquoise, Yellow, Orange, Green, Fluorescent Yellow, Point Type: Broad, Point Style: Chisel, 6 per Pack	36	PK	SANFORD LP	25076	$1.30	$46.80							$0.00	$46.80
Highlighter	Highlighter, Erasable highlighter, Pink, Chisel	30	EA	BEIFA GROUP CO LTD	ERSHGHL5PK	$0.60	$18.00							$0.00	$18.00
Highlighter	Highlighter, Erasable Highlighter, Green, Chisel	30	EA	BEIFA GROUP CO LTD	ERSHGHL5PK	$0.60	$18.00							$0.00	$18.00
Highlighter	Highlighter, Erasable highlighter, Orange, Chisel	30	EA	BEIFA GROUP CO LTD	ERSHGHL5PK	$0.60	$18.00							$0.00	$18.00

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Holder	Holder, Certificate holder, Blue, 9-1/2" x 12", to display 8-1/2" x 11" certificates, four curved, die-cut slits to secure certificate, pop-out tab for hanging, 80 lb. cardstock with a linen finish, 10 per Pack	45	PK	VICTORY LIGHT USA	OD1026	$1.13	$50.85							$0.00	$50.85
Holder	Holder, Business card holder, Two-Tone Mesh, Black, 3-3/4" x 2-3/8" x 2"	36	EA	FOUR POWER IND CO LTD	SF-016A	$0.19	$6.84							$0.00	$6.84
Holder	Holder, Literature Holders, Transparent, Leaflet, 4-3/8" x 3-1/4" x 7-3/4", Single pocket is designed for leaflet-size literature, Stands alone on countertop or mounts on wall, Material: Plastic, Pockets: 1, Color: Clear	36	EA	DEFLECTO LLC	77501	$0.44	$15.84							$0.00	$15.84
Holder	Holder, CD/DVD Disc Poly Holder/Storage Pages, Each 2-sided page holds 4 CDs or DVDs , Fit standard 3-ring binders, Clear 8-1/2" x 11", 5 per Pack	30	PK	COMIX ASIA LTD	ODSP19	$0.74	$22.20							$0.00	$22.20
Holder	Holder, Certificate Holders, Holds 8-1/2" x 11" certificates, Gold accents on heavy linen stock, Positions vertically or horizontally on desk, Reinforced slots, Dark Blue with Gold Accents, 5 per Pack	30	PK	VICTORY LIGHT USA	OD1026	$1.13	$33.90							$0.00	$33.90
Holder	Holder, Sign Holder, Clear-plastic freestanding or wall-mounted holders and Boxes, 8-1/2" x 11"	30	EA	INTERNATIONAL ACRYLIC	HA274402	$1.05	$31.50							$0.00	$31.50
Holder	Holder, Sign Holder, Clear-plastic freestanding or wall-mounted holders and Boxes, 8-1/2" x 11"	30	EA	INTERNATIONAL ACRYLIC	HA274402	$1.05	$31.50							$0.00	$31.50
Hole Punch	Hole Punch, 1-Hole Punch - 6 Sheets, Light-duty, 1" reach, 5-3/4" length, Silver, Nickel-plated steel, metal chip receptacle	60	EA	ACCO BRANDS USA LLC	A7074017	$1.33	$79.80							$0.00	$79.80
Hook	Hook, Utility, Reusable hook with Adhesive Backing Strips, Large, Hook holds firmly, removes cleanly and leaves no surface damage, Thickness: 0.5", Color: White, Number of Hooks/Knobs: 1 Large Hook per Pack	84	PK	3M CO	17003 OCS	$0.96	$80.64							$0.00	$80.64
Ink	Ink, Cartridge, Pre-inked and Custom Stamp Refill Ink, for use for Title Stamps, Jumbo Stamps, Specialty Stamps, Line Daters Number Stamp, 10-in-1 Phrase Stamps, . Refill cartridges are used for Line Daters, Number Stamps and 10-in-1 Phrase Stamps, Ink Volume: 0.34 fl oz, Ink Color: Black	150	EA	CONSOLIDATED STAMP MFG CO	34207	$0.84	$126.00							$0.00	$126.00
Jacket	Jacket, Manila File, Letter, Flat, 10% post-consumer content, 11-pt. manila stock, Straight-cut, reinforced double-ply tab, 1/2" high, Thumb-cut front, Closed Jacket sides, 100 per Box	36	BX	SMEAD MFG CO	4900	$6.02	$216.72							$0.00	$216.72

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Jacket	Jacket, File, Top Tab File Jacket, Legal, Manila, 11 point stock, Reinforced straight-cut tabs, Expansion Size: 2", Reinforced Tab, Height: 9.5", Width: 14.8", Sheet Size: 8.50" x 14", Post Consumer Content: 30%, 50 per Box	36	BX	SMEAD MFG CO	1106718	$7.21	$259.56							$0.00	$259.56
Jacket	Jacket, Poly File Jacket, Letter, 1" Expansion, Assorted, Five jackets include one each of blue, magenta, yellow, green and purple, 10 per Pack	30	PK	SMEAD MFG CO	89610	$1.95	$58.50							$0.00	$58.50
Jacket	Jacket, Manila File Jacket, Letter, 1" Expansion, 10% post-consumer content, 11-pt. manila stock, Straight-cut, reinforced double-ply tab, 1/2" high, Thumb-cut front, Closed jacket sides, 50 per Box	30	BX	SMEAD MFG CO	1099413	$5.89	$176.70							$0.00	$176.70
Knife	Knife, Utility, Retractable Utility Knife, plastic handle, Push-button slide adjusts exposed blade length, Blades fully retract into handle, Color: Black, Cutting Style: Straight, 4-7/8"	36	EA	HANGZHOU GREAT STAR IND CO	10070	$1.19	$42.84							$0.00	$42.84
Labels	Labels, Shipping Labels for Laser Printers, White, 1" x 2-5/8", Address, 3,000 per Pack	120	PK	NAKAGAWA MFG USA INC	505-0004-0004	$2.35	$282.00							$0.00	$282.00
Labels	Labels, White Shipping Labels, Labels are designed for use in inkjet and laser printers, Media Size: 8.50" Width x 11" Length, Color: White, Print Technology: Laser, Inkjet, Shape: Rectangle, Adhesive Type: Permanent, 100 per Pack	75	PK	NAKAGAWA MFG USA INC	505-0004-0012	$2.40	$180.00							$0.00	$180.00
Labels	Labels, White, Copier Labels, 1" x 2-13/16", Shape: Rectangle, Adhesive Type: Permanent, Number of Labels per Sheet: 33, 3300 Labels per Pack	75	PK	AVERY PRODUCTS CORPORATION	5351	$7.92	$594.00							$0.00	$594.00
Labels	Labels, White, Shipping, 3-1/3" x 4", 600 Labels per Pack	72	PK	NAKAGAWA MFG USA INC	505-0004-0010	$2.35	$169.20							$0.00	$169.20
Labels	Labels, White, 3-1/2" x 1-1/2", Die-Cut paper Labels, For Use with Brother P-touch Labels Printers QL-500, QL-550, QL-570, QL-650TD, QL-1050 and QL-1060N, Number of Labels per Roll: 400	60	RL	BROTHER INTL CORP	DK1201	$3.89	$233.40							$0.00	$233.40
Labels	Labels, Permanent File Folder Labels, Self-Adhesive, Green, 11/16" x 3-7/16", Each sheet contains seven Labels, Each rectangular Labels is sized for 1/3 cut tabs on file folders, 252 per Pack	60	PK	AVERY PRODUCTS CORPORATION	5203	$0.61	$36.60							$0.00	$36.60
Labels	Labels, White, 2-13/32" x 3-29/32", Labels are for use with Brother P-touch Labels Printers QL-500, QL-550, QL-570, QL-650TD, QL-1050 and QL-1060N, 300 Labels per Roll	60	EA	BROTHER INTL CORP	DK1202	$7.17	$430.20							$0.00	$430.20

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Labels	Labels, Printer Labels, White, 1-1/8" x 3-1/2", Multipurpose Labels, For Use On Seiko Instruments Smart Labels Printers: SLP 220, SLP Pro CoStar Labels Writer, Printers: Plus, XL Plus, XL Turbo, Print Technology: Laser, Thermal Transfer, Adhesive Type: Permanent, Number of Labels per Roll: 130, 2 Rolls per Pack	45	PK	AVERY PRODUCTS CORPORATION	4150	$3.24	$145.80							$0.00	$145.80
Labels	Labels, Address Labels, White, 1-1/8" x 3-1/2", 130 Labels per roll, 1 roll per Pack	45	EA	AVERY PRODUCTS	4150	$3.24	$145.80							$0.00	$145.80
Labels	Labels, Permanent File Folder Labels, Self-Adhesive, 11/16" x 3-7/16", Color: Dark Blue, 252 per Pack	30	PK	ADVANTUS CORP	Z22201	$0.45	$13.50							$0.00	$13.50
Labels	Labels, Removable Labels, File Folder Labels Sheets, Assorted, 2/3" x 3-7/16", Self Adhesive, Assorted: White, White/Blue, Green, Yellow/Red, 175 per Pack	30	PK	AVERY PRODUCTS CORPORATION	6466	$5.20	$156.00							$0.00	$156.00
Labels	Labels, Address Labels, 1" x 2-5/8", White, Print Technology: Laser, Adhesive Type: Permanent, Number of Labels per Sheet: 30, 750 Labels per Pack	30	PK	NAKAGAWA MFG USA INC	505-0004-0003	$0.84	$25.20							$0.00	$25.20
Labels	Labels, Continuous-form computer Labels, 4" x 1-7/16", High-Speed Data Processing Labels, Computer Labels are single width, one Labels across, fan folded, and permanent adhesive, To Be Used on Pin-fed printers, Color: White, Adhesive Type: Permanent, 5000 per Pack	30	PK	AVERY PRODUCTS CORPORATION	4014	$10.09	$302.70							$0.00	$302.70
Labels	Labels, File Folder Labels, 2/3" x 3-7/16", Permanent adhesive Labels, Color: Blue, Print Technology: Laser and Inkjet, Number of Labels per Sheet: 30, 1500 per Pack	30	PK	AVERY PRODUCTS CORPORATION	5766	$9.83	$294.90							$0.00	$294.90
Labels	Labels, Print to the Edge Labels, Address Labels, 3-3/4" x 4-3/4", Matte White, Print Technology: Laser, 100 per Pack	30	PK	AVERY PRODUCTS CORPORATION	6878	$3.58	$107.40							$0.00	$107.40
Labels	Labels, Address Labels, 1-1/8" x 3-1/2", Color: White, Print Technology: Direct Thermal, 350 Labels per Roll, 2 Rolls per Box	30	BX	AVERY PRODUCTS CORPORATION	4150	$3.24	$97.20							$0.00	$97.20
Labels	Labels, Mailing Labels, Address, White, 1" x 2-5/8", Perforated letter-size sheets, self-adhesive, Color: White, Number of Labels per Sheet: 30, 750 Labels per Pack	30	PK	NAKAGAWA MFG USA INC	505-0004-0003	$0.84	$25.20							$0.00	$25.20
Labels	Labels, White Shipping Labels, Address, 2" x 4", Permanent adhesive, Number of Labels per Sheet: 10, 1000 Labels per Pack	30	PK	NAKAGAWA MFG USA INC	505-0004-0008	$2.35	$70.50							$0.00	$70.50
Labels	Labels, Removable Color Coding Labels, Green, 3/4", 1008 per Pack	30	PK	ADVANTUS CORP	Z22214	$0.67	$20.10							$0.00	$20.10

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Labels	Labels, High-Speed Data Processing, Continuous-form computer Labels, Sheets continuously feed in and come out, Computer Labels are single width, one Labels across, fan folded, Compatibility: Pin Fed Printers, Media Size: 3-1/3"x 15/16", 4.25" Length, Color: White, Print Technology: Dot Matrix, Shape: Rectangle, Adhesive Type: Permanent, 5,000/Pack	600	PK	AVERY PRODUCTS CORPORATION	4018	$14.06	$8,436.00							$0.00	$8,436.00
Labels	Labels, White, Address Labels for Laser Printers, 1" x 2-5/8",Permanent adhesive, 7,500 per Pack	300	PK	NAKAGAWA MFG USA INC	505-0004-0005	$5.51	$1,653.00							$0.00	$1,653.00
Labels	Labels, Shipping Labels, White, 2-1/8" x 4", 220 Labels per roll, 1 roll per Pack	90	PK	SANFORD LP	30323	$5.41	$486.90							$0.00	$486.90
Liner	Liner, Trash Can Liners, Transparent, 55 Gal., 38" x 60", Heavy Weight, 8-layer liners with star seal bottom, High density polyethylene resin, Mini-rolls, perforated, 200 per Carton	30	CT	AEP INDUSTRIES INC	HD386014N	$11.36	$340.80							$0.00	$340.80
Liner	Liner, Can Liners, 1.5 mil, 33 Gallon, 33" x 40", Silver, 100 per carton	30	CT	AEP INDUSTRIES	PLA4070	$7.73	$231.90							$0.00	$231.90
Liquid Paper	Liquid Paper, Correction Fluid, Smooth Coverage Multi-Fluid, White, Fluid Quantity: 0.74 fl oz, Applicator: Foam Brush, Fluid Color: White	180	EA	SANFORD LP	87268	$2.28	$410.40							$0.00	$410.40
Mailer	Mailer, Foam Lined Disk Mailer, White, 5-1/8" x 5", 25 per Pack, 55% post-consumer content on 24-pt. board, Made from 100% recycled paperboard, self-sealing closure, Pre-printed with black ink, 25 per Pack	168	PK	LEPAGES INC	30522-OD	$11.81	$1,984.08							$0.00	$1,984.08
Mailer	Mailer, Bubble, Small, 4" x 8", Mailers feature a 3/16"" high slip bubble lining, Self Seal, White, 25 per Pack	36	PK	BOX PACKAGING INC	8851SSTT25PK	$5.09	$183.24							$0.00	$183.24
Mailer	Mailer, CD/DVD Mailers, Premium White Mailer, 7-1/4" x 8", Cushioned CD/DVD mailer is puncture-resistant, Tamper-resistant, Water Resistant, Tamper Resistant, Closure: Peel and Seal, 25 per Pack	30	PK	LEPAGES INC	30731-OD	$17.96	$538.80							$0.00	$538.80
Marker	Marker, Industrial Permanent Marker, fine point, Permanent, Not Refillable, Ink Color: Black, Retractable: No	150	DZ	SANFORD LP	13601	$3.78	$567.00							$0.00	$567.00
Marker	Marker, Chisel-Tip Permanent, Black,	144	DZ	SANFORD LP	38201	$3.57	$514.08							$0.00	$514.08
Marker	Marker, Chisel-Tip, Permanent, Red	144	DZ	SANFORD LP	38202	$3.57	$514.08							$0.00	$514.08
Marker	Marker, Twin-tip Permanent marker, fine and ultra fine tips in the same marker, Black	75	DZ	SANFORD LP	37035	$2.95	$221.25							$0.00	$221.25
Marker	Marker, Permanent, Ink Color: Black, Ultra Fine Point	72	DZ	SANFORD LP	37001	$3.57	$257.04							$0.00	$257.04
Marker	Marker, Jumbo, Permanent, Ink Color: Black, Giant 5/8" Chisel Tip, Jumbo size	60	EA	SANFORD LP	44001	$1.09	$65.40							$0.00	$65.40

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Marker	Marker, Dry Erase, 4-Color Set, Assorted, Textured rubber grip, Chisel tip, Set includes 1 of each color: black, red, blue and green	60	ST	SANFORD LP	80074	$1.58	$94.80							$0.00	$94.80
Marker	Marker, Ink Color: Assorted, Broad, Marker Point Type: Conical, Washable, 200 Per Pack	48	PK	CRAYOLA LLC	58-8200	$29.13	$1,398.24							$0.00	$1,398.24
Marker	Marker, Permanent, Large Chisel Tip, Black, 2 per Pack	36	PK	SANFORD LP	38201	$3.57	$128.52							$0.00	$128.52
Marker	Marker, Permanent, Ink Color: Black, Marker Point Style: Chisel	36	DZ	SANFORD LP	38201	$3.57	$128.52							$0.00	$128.52
Marker	Marker, Permanent, Ink Color: Red, Marker Point Type: Ultra Fine	36	DZ	SANFORD LP	37002	$3.57	$128.52							$0.00	$128.52
Marker	Marker, Permanent, Blue Ink, Chisel Tip	30	DZ	SANFORD LP	38203	$3.57	$107.10							$0.00	$107.10
Marker	Marker, Permanent, Ink Color: Yellow, Medium Point	30	EA	SANFORD LP	30035	$0.30	$9.00							$0.00	$9.00
Marker	Marker, Permanent, Waterproof Marking Stick, White Ink	30	EA	SANFORD LP	85018	$1.38	$41.40							$0.00	$41.40
Marker	Marker, Permanent, Ink Color: Red, Bullet, Medium Point	30	EA	BEIFA GROUP CO-LTD	OD-PM-12RED	$1.35	$40.50							$0.00	$40.50
Marker	Marker, Permanent, Ink Color: Red, Marker Point Size: 15.87 mm, Marker Point Style: Chisel	30	EA	SANFORD LP	38202	$3.57	$107.10							$0.00	$107.10
Marker	Marker, Permanent, Black Ink, Large, Chisel Tip	30	DZ	SANFORD LP	64291	$1.43	$42.90							$0.00	$42.90
Marker	Marker, Permanent, Black Ink, Fine Point	30	DZ	SANFORD LP	30001	$3.57	$107.10							$0.00	$107.10
Marker	Marker, Permanent, Black Ink, Retractable, Marker Point Style: Jumbo Chisel	30	EA	SANFORD LP	44001	$1.03	$30.90							$0.00	$30.90
Marker	Marker, Permanent, Ink Color: Blue, Bullet, Retractable, Marker Point Type: Medium	30	EA	SANFORD LP	64293	$1.43	$42.90							$0.00	$42.90
Marker	Marker, Permanent, Ink Color: Black, Pocket Clip, Ink Color: Black, Marker Point Style: Chisel	36	EA	SANFORD LP	64291	$1.43	$51.48							$0.00	$51.48
Mat	Mat, Chair, For Hard Floors, Wide Lip, 45" x 53"	60	EA	DEFLECTO CORP	CM21142PC	$13.72	$823.20							$0.00	$823.20
Mat	Mat, Chair, For Hard Floors, Clear, 46" x 60" Utility, Anti-skid texture on the underside, Straight edge, 33% post consumer content	36	EA	DEFLECTO CORP	CM11442FPC	$30.99	$1,115.64							$0.00	$1,115.64
Microcassette	Microcassette, 60 Minutes Dictating Microcassette, low noise, stretch-free tape, instant start dictation, Storage Capacity: 60 Minute	1,500	EA	MAXELL CORP OF AMERICA	298016	$4.39	$6,585.00							$0.00	$6,585.00
Mouse Pads	Mouse Pad, 8-7/8" x 1/8/" x 7-7/8", Silver, High-traction surface, Nonskid base, polyester surface	450	EA	3M CO	MW310LE	$5.49	$2,470.50							$0.00	$2,470.50
Notebook	Notebook, Personal, 100% recycled fiber-rigid Kraft covers, Pocket inside front cover, Page number and date heading Box on each page, Double wire bound, Microperforated, 130 sheets	72	EA	MINTRA	1SUB-STLR	$1.09	$78.48							$0.00	$78.48

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution In the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Notebook	Notebook, Hardcover, 11-3/4" x 8-1/4", section-sewn notebooks, Heavy-duty board covers, black covers with red spines, 24-lb. paper, red ribbon marker, map section, and year planner, 96 sheets	45	EA	ACCO BRANDS CORP	D66174	$2.91	$130.95							$0.00	$130.95
Notebook	Notebook, 10-1/2" x 8", College, Microperforations, rigid Kraft backing, 16-lb. paper, Color: Black, 5 subject, 180 Sheets per Book	36	EA	ACCO BRANDS CORP	6206	$1.57	$56.52							$0.00	$56.52
Notebook	Notebook, Wire bound, 11" x 8-1/2", Assorted Colors, Polyurethane Covers	36	EA	MINTRA	95001	$0.74	$26.64							$0.00	$26.64
Notebook	Notebook, One-subject notebook, White sheets that are ruled and three-hole punched, spiral binding and tan board back, Media Size: Letter, College Ruled, Features: Back Board, 100 Sheets per Book	30	EA	LF PRODUCTS PTE LIMITED	KW-106	$0.43	$12.90							$0.00	$12.90
Notebook	Notebook, Planning Notebook with Reference Calendars, 11" x 9-1/2", 2014 or 2015 or 2016, 2-year reference calendar per 2-page spread, Includes double-sided clear pocket, 168 perforated planning pages, Poly cover with bungee closure, Black	30	EA	SP RICHARDS	AAG70620905	$4.44	$133.20							$0.00	$133.20
Oil	Oil, Shredder Oil, Synthetic oil, non-aerosol dispenser, Fluid Quantity: 16.00 oz	30	EA	HSM OF AMERICA LLC	V16OZ OIL	$1.87	$56.10							$0.00	$56.10
Opener	Opener, Letter, Compact size, Blade molded into the black plastic for protection, 2-3/4" x 2"	108	EA	BEIFA GROUP CO LTD	BF-02A	$0.20	$21.60							$0.00	$21.60
Organizer	Organizer, Deep Drawer Organizer, 15-1/2" x 8-1/4" x 3/4", Black, 25% post-consumer content	36	EA	ADVANTUS CORP	65262	$0.94	$33.84							$0.00	$33.84
Pad	Pad, Scratch, White, 4" X 6", 100 Sheets per Pad	150	DZ	TOPS BUSINESS FORMS INC	99473	$1.44	$216.00							$0.00	$216.00
Pad	Pad, Legal, Wire bound Writing Pad with Cover, 20-lb. white paper, Numbered lines on both sides, Durable cover with extra stiff chipboard backing, Microperforated, 8-1/2" x 11-3/4", 70 sheets	144	EA	TOPS BUSINESS FORMS INC	63978	$2.39	$344.16							$0.00	$344.16
Pad	Pad, CRT Screen Cleaning Pads, 24 per Box	144	BX	SOURCINGPARTNER INC	OD10002	$1.38	$198.72							$0.00	$198.72
Pad	Pad, Post-it Notes, Unruled, Removable, Note Size: 3" Width x 3" Length, Yellow, 100 per Pad, 18 Pad per Pack	144	PK	3M CO	654-24VAD	$8.69	$1,251.36							$0.00	$1,251.36
Pad	Pad, Notes, Unruled, Self-Stick, Removable, 3" x 5", Yellow, 100 sheets per pad, 12 per Pack	144	PK	3M CO	655YW-12	$6.54	$941.76							$0.00	$941.76
Pad	Pad, Replacement Ink Pad for the R1P-40, black ink	120	EA			$0.00	$0.00							$0.00	$0.00
Pad	Pad, Mouse pad, Sunrise Scenic foam, filled wrist rest with nonskid base, Antimicrobial additive, Material: Foam, Thickness: 0.1", Height: 8.0", Width: 9.0"	105	EA	ALLSOP INC	30181	$0.57	$59.85							$0.00	$59.85

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pad	Pad, Removable Self-Stick Notes, 4" x 6", Ruled, Yellow, 100 sheets per pad, 12 Pads per Pack	90	PK	3M CO	660-5SSCY	$4.44	$399.60							$0.00	$399.60
Pad	Pad, Removable, Self-Stick, Yellow, 1-1/2" x 2", 100 Sheets per Pad	90	DZ	3M CO	653YW	$2.11	$189.90							$0.00	$189.90
Pad	Pad, Legal Pads, 8-1/2" x 11-3/4", Canary, 18 lb Paper, 60-pt. Chipboard 8acking, Perforations for easy tear-out, 50 Sheet per Pad, 40% post-consumer content	90	DZ	TOPS BUSINESS FORMS INC	99400	$2.59	$233.10							$0.00	$233.10
Pad	Pad, Notes, 3" x 5", Removable, self-Stick notes, Canary Yellow, 100 sheets per pad	75	DZ	3M CO	655YW-12	$10.46	$784.50							$0.00	$784.50
Pad	Pad, Quadrille Pads, White, 8-1/2" x 11", 20-lb., Sheet Size: 11" x 8-1/2", 10 Squares/Inch, 40% post-consumer content, 50 Sheets per Pad	75	EA	TOPS BUSINESS FORMS INC	33101	$1.03	$77.25							$0.00	$77.25
Pad	Pad, Jr. Legal pad, 5" x 8", Canary, 16-lb. Paper, 40-pt Chipboard Backing Microperforations, 50 Sheets per Pad, 12 Pads per Pack, 40% post-consumer content	75	DZ	TOPS BUSINESS FORMS INC	99421	$1.18	$88.50							$0.00	$88.50
Pad	Pad, Notes, 3" x 5", Ultra Colors - Assorted, Each pad contains 100 sheets, Self-adhesive, Unruled, 5 per Pack	72	PK	3M CO	635-5AU	$3.44	$247.68							$0.00	$247.68
Pad	Pad, Notes, 1/2" x 2", Unruled, Assorted Colors, Each pad contains 100 sheets, Self-adhesive, Repositionable, 12 per Pack	72	PK	3M CO	653AN	$2.49	$179.28							$0.00	$179.28
Pad	Pad, Hand Cleaning Pads, Antimicrobial Formula, 60 per Pack	60	PK	SP RICHARDS	GJO15050	$1.24	$74.40							$0.00	$74.40
Pad	Pad, Note, 3" x 3" , Pop-Up, Super Sticky Refill Notes, Unruled, Assorted, Tropical Breeze Colors, 30% post-consumer content, 90 Sheets per Pad, 6 Pads per Pack	60	PK	3M CO	R330-10SSST	$5.23	$313.80							$0.00	$313.80
Pad	Pad, Note, 3" x 3", Yellow, Repositionable and Removable Pop-Up Note, Yellow, self-Stick notes, Unruled, 100 sheets per pad	60	EA	3M CO	654YW-12	$4.91	$294.60							$0.00	$294.60
Pad	Pad, Self-Stick removable notes, 3" x 3", Unruled, 100 sheets per pad, Yellow	48	DZ	3M CO	654YW-12	$4.91	$235.68							$0.00	$235.68
Pad	Pad, Note, 3" x 5", Yellow, Repositionable Adhesive, 90 sheets per pad, 24 per Pack	45	PK	3M CO	655YW-12	$6.54	$294.30							$0.00	$294.30
Pad	Pad, Note, 3" x 3", Unruled, Self-Adhesive, Repositionable, Pastel Assorted Colors, 100 Sheets per Pad, 12 Pads per Pack	45	PK	3M CO	654-AST	$6.08	$273.60							$0.00	$273.60
Pad	Pad, Note, 3" x 5", Pastel Assorted Colors, 30% post-consumer content, Removable, self-Stick notes, Assorted Colors: 2 Pads of Sky Blue, 1 Pad Each of Canary Yellow, Spring Green, Carnation, 5 per Pack, 100 Sheets per pad	45	PK	3M CO	655-5UC	$3.16	$142.20							$0.00	$142.20
Pad	Pad, Notes, 3" x 3", Removable, Assorted Pastel Colors, 18 pads per Pack, 100 sheets per pad	42	PK	3M CO	654-AST	$6.08	$255.36							$0.00	$255.36

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pad	Pad, Logo Pad is an desktop organizer, Rubber desk pad features hinged, no glare cover sheet, Metric and Imperial rulers are printed on cover sheet, Material: Rubber, Plastic, Size: 24" Width x 19" Depth, Color: Black, Clear Overlay, Non-skid, Backing: Rubber, Post Consumer Content: 58%	36	EA			$18.11	$651.96							$0.00	$651.96
Pad	Pad, Notes, 1-1/2" x 2", Unruled, Self-Adhesive, Repositionable, Assorted Pastel Colors, 100 Sheet per Pad, 12 Pads per Pack	36	PK	3M CO	653-AST	$2.23	$80.28							$0.00	$80.28
Pad	Pad, Note, 2" x 2", Self-adhesive, Canary Yellow, Unruled, 90 Sheets per Pad, 10 Pads per Pack	36	PK	3M CO	622-10SSCY	$2.26	$81.36							$0.00	$81.36
Pad	Pad, Replacement Ink Pad for 2000 Self-Inking Line Dater, Heavy Duty, Black Ink	36	EA			$0.00	$0.00							$0.00	$0.00
Pad	Pad, Note, 4" x 6", Self-Adhesive, Repositionable, Ruled, Pastel Assorted Colors, 100 Sheets per Pad, includes a flag pen that dispenses blue flags and writes with black gel ink, 5 per Pack	36	PK	3M CO	MMM660-5PK-AST	$4.45	$160.20							$0.00	$160.20
Pad	Pad, Note, Self-Adhesive, 5" x 8", Ruled, Assorted Colors, 45 Sheets per Pad, 4 Pads per Pack	36	PK	3M CO	5845-SSUC	$3.09	$111.24							$0.00	$111.24
Pad	Pad, Note, 3" x 3", 30% post-consumer content, Assorted Pastel Colors: 3 Pads Each of Canary Yellow, Spring Green, Carnation, Sky Blue, 12 per Pack, 90 sheets per Pad	30	PK	3M CO	654-AST	$6.08	$182.40							$0.00	$182.40
Pad	Pad, 3" x 3", Pop-Up Note with Dispenser, Self-Adhesive, Unruled, Black Dispenser, 90 Sheets per Pad, Assorted neon and ultra colors, 12 per Pack	30	PK	3M CO	R330-N-ALT	$5.81	$174.30							$0.00	$174.30
Pad	Pad, Floor Polishing Pad, 20", White, For use with low-speed rotary equipment, 1" Thick, 5 per Carton	30	CT	3M CO	MMM08484	$12.78	$383.40							$0.00	$383.40
Pad	Pad, Note, 3" x 3", Self-Adhesive, Pop-up Note Refills, 90 sheets per pad, Color: Assorted, 10 per Pack, Post Consumer Content: 30%	30	PK	3M CO	R330-10SSST	$5.23	$156.90							$0.00	$156.90
Pad	Pad, Stamp pads, Felt, Red Ink, 2-3/4" x 4-1/4", Re-inkable	30	EA	CONSOLIDATED STAMP MFG	32524	$0.88	$26.40							$0.00	$26.40
Pad	Pad, Stamp Pads, Felt, Blue Ink, 2-3/4" x 4-1/4", Re-inkable Stamp pads provide thousands and are easily re-inkable	30	EA	CONSOLIDATED STAMP MFG CO	32524	$0.88	$26.40							$0.00	$26.40
Pad	Pad, Notes, 3" x 3", Adhesive, 25 sheets per pad, 12 Pads per Pack, Assorted Bright Colors	30	PK	3M CO	654-18BRCP	$8.31	$249.30							$0.00	$249.30
Pad	Pad, Mouse Pad, 8" x 1/4" x 9-1/2", Blue, Material: Rubber Base, Polyester Cover, Color: Blue, Non-skid, Total Recycled Content: 50%	30	EA	WELL LANDS ENT CO LTD	MPC-PBU-RUB-RED	$0.49	$14.70							$0.00	$14.70

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pad	Pad, Legal Pad, 5" x 8", Jr. Legal, White, 30% post-consumer content, Lined without margins, 20 lb. chipboard backing, 50 sheets per pad, 2 pads per Pack	30	PK	TOPS BUSINESS FORMS INC	99422	$0.40	$12.00							$0.00	$12.00
Pad	Pad, Monthly Desk Pad, 22" x 17", Assorted, 2014 or 2015 or 2016, Motivational, 30% post-consumer content, Meets full-color photos or graphics each month, 3 bonus pages included Area for notes and reminders, Heavyweight paper, One month per page (January - December), Full-year calendar reference, Vinyl corners	30	EA	UPA PRESS SDN BHD	ODU5-1301-007	$0.69	$20.70							$0.00	$20.70
Pad	Pad, Note, 2" x 2", Pop-Up Note Mini Dispenser Pack, Accordion-style notes, Self-Adhesive, Note Color: Canary Yellow, Unruled, Dispenser Color: Black, Refillable, 45 Sheets per Pad, 1 Pad per Pack	30	PK	3M CO	R220-SS	$1.55	$46.50							$0.00	$46.50
Pad	Pad, Gel Wrist Rest Pad, Small, Black	180	EA	CONSOLIDATED STAMP MFG	32531	$0.60	$108.00							$0.00	$108.00
Pencils	Pencil, 24 Colored Pencils, Full-length pencils with thick 1/8" cores, Presharpened, Nonrefillable, Color: Assorted, 24 per Pack	150	PK	CRAYOLA LLC	68-4024	$1.54	$231.00							$0.00	$231.00
Pencils	Pencil, Erasable Checking Pencil, Erasable colors, 12 per Pack	144	PK	DIXON TICONDEROGA INC	14259	$2.44	$351.36							$0.00	$351.36
Pencils	Pencil, Mechanical Pencils, Black, Soft rubber, triangular shaped grip, With Lead and eraser, Lead Size: 0.50 mm	72	EA	BIC CORP	MPFG11-BLK	$1.66	$119.52							$0.00	$119.52
Pencils	Pencil, Wood case Pencil, Executive-style round pencil, Soft eraser, #2, Barrel Color: Black	54	DZ	SANFORD LP	2254	$0.66	$35.64							$0.00	$35.64
Pencils	Pencil, Wood case Pencil, #2, 100% post-consumer content barrel, Non-smudge green vinyl eraser, Hexagonal barrel, yellow finish	45	DZ	DIXON TICONDEROGA INC	96212	$0.94	$42.30							$0.00	$42.30
Pencils	Pencil, Standard, #2, 24 per Pack	30	PK	ORIENT INTL HOLDING SHANGHAI	20395EA	$0.30	$9.00							$0.00	$9.00
Pencils	Pencil, Half-length, #2, Hexagonal, Pocket-size, Pre-sharpened, 144 per Pack	150	PK	DIXON TICONDEROGA INC	14998	$1.99	$298.50							$0.00	$298.50
Pens	Pen, Refill for PMC Preventa Counter Pen, Medium point, Black, Package includes: Manufacturer's limited one-year warranty	432	EA	SP RICHARDS	PMC05079	$0.68	$293.76							$0.00	$293.76
Pens	Pen, Ballpoint pens, Stick, Nonrefillable, Features: Rubber Grip, Ink Color: Black, Pen Point Type: Medium, Barrel Color: Translucent	360	DZ	SANFORD LP	88079	$0.90	$324.00							$0.00	$324.00

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pens	Pen, Ballpoint Pen, Cap color matches ink color. Nonrefillable, Features: Visible Ink Supply, Metal Tip, Refillable: No, Ink Color: Black, Pen Point Type: Medium, Barrel Color: Clear	300	DZ	CELLO WRITING AIDS PVT LTD	12001	$0.40	$120.00							$0.00	$120.00
Pens	Pen, Round Stick ballpoint, Nonrefillable, Ink Color: Black, Pen Point Type: Fine, Barrel Color: Frost	288	DZ	SANFORD LP	33311	$0.66	$190.08							$0.00	$190.08
Pens	Pen, Stick Ballpoint, Blue, Medium	225	DZ	SANFORD LP	33111	$0.66	$148.50							$0.00	$148.50
Pens	Pen, Stick Ballpoint, Black, Medium	225	DZ	SANFORD LP	33311	$0.66	$148.50							$0.00	$148.50
Pens	Pen, Round Stick ballpoint pen has a lightweight round barrel, Nonrefillable, Ink Color: Black, Pen Point Type: Medium Barrel Color: Black	150	DZ	SANFORD LP	33311	$0.66	$99.00							$0.00	$99.00
Pens	Pen, Stick Ballpoint, non-refillable, Translucent barrels, Clip/caps indicates ink color, Non-refillable, Medium, Black	150	DZ	CELLO WRITING AIDS PVT LTD	18004	$0.34	$51.00							$0.00	$51.00
Pens	Pen, Standard Counter Pen, comes with a square base that adheres, includes 24" high strength ball chain, Non-refillable, Ink Color: Black Ink, Retractable: No, Barrel Color: Black, Medium	150	EA	BEIFA GROUP CO LTD	BF-S-6	$0.69	$103.50							$0.00	$103.50
Pens	Pen, Stick Ballpoint, Medium, Blue ink, Round plastic barrel, Cap color indicates ink color, Disposable	150	DZ	CELLO WRITING AIDS PVT LTD	18005	$0.34	$51.00							$0.00	$51.00
Pens	Pen, Retractable Gel Ink, Contoured, rubber grip provides writing comfort. Refillable, Ink Type: Gel, Smear Proof Ink, Water Resistant, Ink Color: Black, Pen Point Type: Fine	150	DZ	SANFORD LP	1753362	$3.99	$598.50							$0.00	$598.50
Pens	Pen, ballpoint Stick, Erasable Ink, Ink Color: Black, Pen Point Type: Medium	144	DZ	SP RICHARDS	PAP3930158	$3.21	$462.24							$0.00	$462.24
Pens	Pen, Stick Ballpoint, Erasable Ink, Pocket Clip, Refillable: No, Ink Color: Red, Medium	144	DZ	SANFORD LP	31735	$1.04	$149.76							$0.00	$149.76
Pens	Pen, Ballpoint, Retractable, Red, Bold Point	144	DZ	SANFORD LP	89467	$3.57	$514.08							$0.00	$514.08
Pens	Refill, Pen, For Counter and Chain Pens PVC free, Color: Black	144	EA	BEIFA GROUP CO LTD	BF-S-3	$0.25	$36.00							$0.00	$36.00
Pens	Pen, Ballpoint, Retractable, Red, Medium	120	DZ	SANFORD LP	632-01	$2.78	$333.60							$0.00	$333.60
Pens	Pen, Retractable, Blue, Medium	108	DZ	SANFORD LP	631-01	$2.78	$300.24							$0.00	$300.24
Pens	Pen, ballpoint, Retractable, Rubber Grip, Pocket Clip, Ink Color: Black, Pen Point Type: Medium	108	DZ	SANFORD LP	633-01	$2.78	$300.24							$0.00	$300.24
Pens	Pen, Retractable, Medium, Black, rubberized grip, Non-refillable	90	DZ	CELLO WRITING AIDS PVT LTD	27001	$0.83	$74.70							$0.00	$74.70
Pens	Pen, Liquid Ink Stick Roller Ball, Nonrefillable, Ink Type: Liquid, Rubber Grip, Ink Color: Black, Pen Point Type: Fine	90	DZ	BEIFA GROUP CO LTD	466087	$1.26	$113.40							$0.00	$113.40
Pens	Pen, Ballpoint Stick pens, Ink Color: Red, Retractable: No, Pen Point Type: Medium	75	DZ	SANFORD LP	33211	$0.66	$49.50							$0.00	$49.50
Pens	Pen, Ballpoint, Retractable, Blue, Medium	75	DZ	CELLO WRITING AIDS PVT LTD	27002	$0.83	$62.25							$0.00	$62.25

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pens	Pen, Ballpoint, Retractable, Blue, Medium	75	DZ	CELLO WRITING AIDS PVT LTD	27002	$0.83	$62.25							$0.00	$62.25
Pens	Pen, Ballpoint, Round Stick, Comfort Grip, Ink Color: Red, Pen Point Type: Medium	72	DZ	SANFORD LP	88081	$0.90	$64.80							$0.00	$64.80
Pens	Pen, Stick Ballpoint, Black, Medium	72	DZ	SANFORD LP	33311	$0.66	$47.52							$0.00	$47.52
Pens	Pen, Retractable, Gel ink, Ink Color: Black, Medium, rubberized grip	72	DZ	SANFORD LP	33950	$6.49	$467.28							$0.00	$467.28
Pens	Pen, Retractable, Black, Medium	72	DZ	CELLO WRITING AIDS PVT LTD	27001	$0.83	$59.76							$0.00	$59.76
Pens	Pen, Ballpoint, Retractable, Medium, Black ink	72	DZ	SANFORD LP	633-01	$2.78	$200.16							$0.00	$200.16
Pens	Pen, Counterfeit Currency Detector, Black, 12 per Pack	60	PK	DRI MARK PRODUCTS INC	351R	$6.61	$396.60							$0.00	$396.60
Pens	Pen, Retractable Roller Ball, Ink Color: Black, Medium	60	DZ	PENTEL OF AMERICA LTD	R100PC12A	$2.76	$165.60							$0.00	$165.60
Pens	Pen, Round Stick Ballpoint, Medium, Black Ink, Round Stick ballpoint, Comfort Grip	60	DZ	CELLO WRITING AIDS PVT LTD	15011	$0.78	$46.80							$0.00	$46.80
Pens	Pen, Felt-tip pens, Porous Point, Ink Color: Green, Medium	60	DZ	SANFORD LP	84401	$5.56	$333.60							$0.00	$333.60
Pens	Pen, Round Stick ballpoint pen, Ink Color: Blue, Medium	60	DZ	SANFORD LP	33111	$0.38	$22.80							$0.00	$22.80
Pens	Pen, Felt-tip pen, Porous Point, Medium, Ink Color: Blue	60	DZ	SANFORD LP	84101	$5.56	$333.60							$0.00	$333.60
Pens	Pen, Rollerball, Slim matte black barrel with clip and cap, blue ink, Micro, Disposable	60	DZ	SANFORD LP	60153	$3.93	$235.80							$0.00	$235.80
Pens	Pen, Retractable ballpoint pen, Ink Color: Blue, Pen Point Type: Medium	36	DZ	CELLO WRITING AIDS PVT LTD	27001	$0.83	$29.88							$0.00	$29.88
Pens	Pen, Ballpoint, Retractable, Cushioned Grip, Ink Color: Blue, Point Type: Medium	36	DZ	CELLO WRITING AIDS PVT LTD	27002	$0.83	$29.88							$0.00	$29.88
Pens	Pen, Retractable Ballpoint, Medium, Blue Ink, 24 per Pack	36	PK	SANFORD LP	54546	$3.59	$129.24							$0.00	$129.24
Pens	Pen, Roller Grip Rollerball, Blue Ink, Fine	36	DZ	SANFORD LP	60134	$6.92	$249.12							$0.00	$249.12
Pens	Pen, Retractable, Metal clip, rubberized grip, Blue Ink, Medium	36	DZ	ZEBRA PEN CORP	22220D	$1.46	$52.56							$0.00	$52.56
Pens	Pen, Round Stick ballpoint pen, Ink Color: Blue, Pen Point Type: Fine	36	DZ	SANFORD LP	33611	$0.66	$23.76							$0.00	$23.76
Pens	Pen, Felt-tip pens, Porous Point, Ink Color: Red, Pen Point Type: Medium	36	DZ	SANFORD LP	84201	$5.56	$200.16							$0.00	$200.16
Pens	Pen, Ballpoint, Retractable, Blue Ink, Medium, 74% Recycled Content	36	DZ	PENTEL OF AMERICA LTD	BK93-C	$2.53	$91.08							$0.00	$91.08
Pens	Pen, Ballpoint, Retractable Ballpoint Pens Soft Rubber Grip, Metal Pocket Clip, Ink Color: Red, Pen Point Type: Medium	33	DZ	ZEBRA PEN CORP	22230D	$1.46	$48.18							$0.00	$48.18
Pens	Pen, Retractable, Gel Ink, Blue Ink, Medium Point, Rubber Grip, Plastic Clip	30	DZ	SANFORD LP	33951	$6.49	$194.70							$0.00	$194.70
Pens	Pen, Ballpoint, Round Stick, Green Ink, Medium, Rubberized ringed grip	30	DZ	SANFORD LP	33411	$0.66	$19.80							$0.00	$19.80
Pens	Pen, Ballpoint Stick pens, Ink Color: Black, Pen Point Type: Fine	30	DZ	BIC CORP	GSF11BLK	$0.44	$13.20							$0.00	$13.20
Pens	Pen, Rollerball, with clip and cap, color: red ink, Fine Point	30	DZ	SANFORD LP	60102	$3.93	$117.90							$0.00	$117.90

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pens	Pen, Liquid Gel Pen, Needlepoint metal tip, Pen Point Type: Fine, Total Recycled Content: 54%	30	DZ	PILOT CORP OF AMERICA	15001	$5.16	$154.80							$0.00	$154.80
Pens	Pen, Counter Pen, Refill for PMC Preventa, Standard, Black, Medium point	30	EA	SP RICHARDS	PMC05079	$0.68	$20.40							$0.00	$20.40
Pens	Pen, Correction Tape, 1/6" x 472", Tape, Assorted, Color: White, Blue and Orange, Dispenser: Included, Line Coverage: 1, 10 per Pack	30	PK	BIC CORP	WOTAP10	$5.33	$159.90							$0.00	$159.90
Pens	Pen, Ballpoint Pen, Round Stick, Ink Color: Red, Pen Point Type: Medium	30	DZ	SANFORD LP	33211	$0.45	$13.50							$0.00	$13.50
Pens	Pen, Coil Pen, Ballpoint, Secure ballpoint pen, fraud-resistant ink, Telephone-type coil, Square base mounts vertically, horizontally and diagonally, Black Ink, Fine	30	EA	DRI MARK PRODUCTS INC	351B-CL	$1.08	$32.40							$0.00	$32.40
Pens	Pen, Rollerball Pen, Black Ink, Fine, 80% post-consumer content	30	DZ	SANFORD LP	60101	$3.93	$117.90							$0.00	$117.90
Pens	Pen, Correction Fluid Commercial Pen, Multipurpose, White, 20 ml, Brush, Fluid: 0.68 fl oz, Fluid Color: White	30	EA	PENTEL OF AMERICA LTD	ZL31-W	$0.74	$22.20							$0.00	$22.20
Pin	Pin, Push Pin, 1/2" extended "handle" head, 3/8" point, Plastic, Assorted, 100 per Pack	60	PK	NINGBO SYLOON IMP	PP-CLR-200	$0.50	$30.00							$0.00	$30.00
Planner	Planner, Action planner, 8-1/2" x 6-3/4", Black Gloss Cover with side wire binding, Black gloss cover with side wire binding, 60 point chipboard back, 100 sheet per book, Calendar Type: Julian	30	EA	ACCO BRANDS CORP	80-6203-00	$3.37	$101.10							$0.00	$101.10
Plaque	Plaque, Award Plaque, Mahogany, Clear acrylic window that protects certificates, Window attaches with decorative brass tacks, Hang horizontally or vertically, Fit 8-1/2" x 11" documents	30	EA	VICTORY LIGHT USA	OD1017	$3.19	$95.70							$0.00	$95.70
Pocket	File Pockets, 10% post consumer (paper), Letter, 11-pt. stock, Blue, 3-1/2", Color-matched tape reinforcements at gusset tops, Front panel folds down	4,800	EA	SMEAD MFG CO	1524E-BE EA	$0.41	$1,968.00							$0.00	$1,968.00
Pocket	File Pockets, 10% post consumer (paper), Letter, 11-pt. stock, Red, 3-1/2", Color-matched tape reinforcements at gusset tops, Front panel folds down	4,800	EA	SMEAD MFG CO	1524E-R EA	$0.41	$1,968.00							$0.00	$1,968.00
Pocket	File Pocket, Drop Front Top Tab File Pockets with Lined Gussets, Legal, Red, Straight, 5-1/4" Expansion, 6-1/2" high sides and bottoms are fully lined, reinforcement at the top, Heavyweight, 7/8" front and back panels, Top Load, Reinforced, Heavyweight Cover, Tear Resistant, Post Consumer Content: 30%, Brown, 10 per Box	180	BX	SMEAD MFG CO	1534G-R EA	$0.48	$86.40							$0.00	$86.40
Pocket	Pocket, File Pockets, Legal, 5-1/4" Expansion, 10% post-consumer, 11-pt red fiber stock, 11-pt. manila-lined front and back, Full reinforced gussets, Front panel folds down, 10 per Pack	60	PK	SMEAD MFG CO	74885	$2.84	$170.40							$0.00	$170.40

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pocket	Pocket, File Pocket, Legal, Reinforced, 3-1/2" Expansion, 10% post-consumer, 11-pt red fiber stock, 11-pt. manila-lined front and back, Full reinforced gussets, Front panel folds down. 10 per Box	60	BX	SMEAD MFG CO	74875	$2.37	$142.20							$0.00	$142.20
Pocket	Pocket, Letter, 5-1/4", 10% post-consumer (paper stock), 11-pt red fiber stock, 11-pt. manila-lined front and back, Full reinforced gussets, Front panel folds down, 10 per Box	36	BX	SMEAD MFG CO	1536G	$3.51	$126.36							$0.00	$126.36
Pocket	Pocket, File, Color, Legal, Red, 3-1/2" Expansion	36	EA	SP RICHARDS	ESS1526EROX	$1.21	$43.56							$0.00	$43.56
Pocket	Pocket, File pockets, End Tab File Pocket, Legal, Red, Straight Cut, 5-1/4" Expansion, Top Load, Post Consumer Content: 30%, 10 per Box	36	BX	SMEAD MFG CO	1536G-R EA	$0.55	$19.80							$0.00	$19.80
Pocket	Pocket, Flat File Pocket, Legal, Manila, 11 pt., Straight Cut, Vertical Filing Pockets, heavyweight, one-piece construction, Two-ply straight-cut top is 1/2" high, Side-loading, Color: Manila, FolderExpansion Size: 2", Folder Capacity: 2"Sheet, 10%Post Consumer Content, 50 per Box	36	BX	SMEAD MFG CO	76560	$6.57	$236.52							$0.00	$236.52
Pocket	Pocket, Color File Pockets, Legal, Yellow, 11 pt. Stock, 10% post consumer, Front panel folds down, 3-1/2" Expansion	36	EA	SP RICHARDS	SMD74233	$0.95	$34.20							$0.00	$34.20
Pocket	Pocket, Redrope Expanding File Pockets, Legal, 3-1/2" Expansion, 10% post-consumer content, MylarÂ® reinforced paper gussets, 22 pt Heavyweight front and back, 25 Per Pack	30	PK	SMEAD MFG CO	73230	$4.18	$125.40							$0.00	$125.40
Pocket	Pocket, End-Tab Pocket, Legal, 3-1/2" Expansion, 10% post-consumer content, 22-pt. red fiber stock with reinforced fiber gusset, 2/5-cut tab in top position, 10 per Box	30	BX	SMEAD MFG CO	74681	$0.81	$24.30							$0.00	$24.30
Pocket	Pocket, Expanding End-Tab Pockets, Legal, Heavy-Duty, 5-1/4" Expansion, 10% post-consumer content, 17-pt. stock, Double-ply, straight-cut tab, Front folds down, 10 per Box	30	BX	SMEAD MFG CO	74691	$0.93	$27.90							$0.00	$27.90
Pocket	Pocket, File Pocket, Letter, 10% post-consumer (paper stock), 7" Expansion, 11-pt red fiber stock, 11-pt. manila-lined front and back, Front panel folds down, 5 per Pack	30	PK	SMEAD MFG CO	TP44I	$3.74	$112.20							$0.00	$112.20
Portfolio	Portfolio, Legal, Expansion: 5-1/4", Plastic Construction, Expanding file with a single pocket, Includes alphabetical and blank index tabs, Color: Black	36	EA	SMEAD MFG CO	70863	$3.19	$114.84							$0.00	$114.84
Pouches	Pouches, Heat Seal Ultra Clear lamination pouches, Includes carrier for Legacy GBC machines, Sheet Size: 3 mil Thickness, 8-1/2" x 11", 50 per Pack	30	PK	ACCO BRANDS USA LLC	535704ODB	$1.51	$45.30							$0.00	$45.30

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Pouches	Pouches, Thermal Laminating Pouch , Sheet Size: 9" x 11-1/2", 4.0 mil Thick, Color: Clear, Sealing Process: Hot-run Compatibility: HeatSeal Pouch Laminators: H100 H200 H210 H300 H310 H400 H500 H525 H600pro H700pro, 25 per Pack	30	PK	ACCO BRANDS USA LLC	3200716B	$14.21	$426.30							$0.00	$426.30
Pouches	Pouches, Heat Seal Laminating Pouches, Color: Clear, 8-1/2" x 14", Legal, 3 Mil Thickness, Sealing Process: Hot-run, 25 per Pack	30	PK	ACCO BRANDS USA LLC	535720ODB	$1.87	$56.10							$0.00	$56.10
Power Strip	Power Strips, Grounded Input Voltage: 125 V AC, Frequency: 60 Hz, Input Current: 15 A, 24 A Power Cord/Cable: 5 ft, Receptacles: 6, Power Rating: 1.88 kW	300	EA	BELKIN LOGISTICS INC	BV106000-2.5	$2.44	$732.00							$0.00	$732.00
Protector	Protector, Sheet, Top-Load, 11" x 8-1/2", Transparent, Material: Polypropylene, 50/Pack	60	PK	COMIX ASIA LTD	ODSP10	$1.00	$60.00							$0.00	$60.00
Protector	Protectors, Top Load, Economy, Polypropylene, Fit in standard 3-ring binders, Hold up to 8-1/2" x 11", Materials weight is 2.0 mils thick, Transparent, 200 per Pack	30	PK	COMIX ASIA LTD	ODSP17	$2.86	$85.80							$0.00	$85.80
Protector	Protector, Tabbed Divider Top-Load Heavyweight Poly Sheet Protector, 8-1/2" x 11", Transparent, 5.00 mil, 3 Hole Punch, Included tab inserts in multicolor and white, Nonstick polypropylene, Fit in standard 3-ring binder, Clear, 5 per Pack	30	PK	GUANDONG HUALONG STATIONERY CO	ODU-SHE25	$0.29	$8.70							$0.00	$8.70
Remover	Staple Remover, Jaw Style, Steel Jaw and Plastic Grip, Black, 30% post-consumer content	300	EA	TUNG YUNG INTL LTD	C10290D	$0.12	$36.00							$0.00	$36.00
Remover	Remover, Staple, Blade, black plastic handle	60	EA	TUNG YUNG INTL LTD	RTP-011100-OP-087-06	$0.27	$16.20							$0.00	$16.20
Remover	Remover, Staple, Easily lifts both standard and heavy-duty staples up to 1/2" deep; binding up to 150 sheets, Staple shield guards against staple kickback, Black	30	EA	TUNG YUNG INTL LTD	RTP-011100-OP-087-06	$0.27	$8.10							$0.00	$8.10
Remover	Remover, Staple Remover, Small, Steel jaws and plastic grip, Assorted, 3 per Pack, Includes black, light gray and dark green	30	PK	TUNG YUNG INTL LTD	C10290D	$0.12	$3.60							$0.00	$3.60
Remover	Remover, Staple Remover, Staple grabber eliminate loose staples, Black	30	EA	TUNG YUNG INTL LTD	C10290D	$0.12	$3.60							$0.00	$3.60
Ribbon	Ribbon, Point-of-Sale, Package Contents: 1 x Ribbon, for Epson CTM-290, M-290, TM-290/290II/295, Black, Compatibility: Epson POS Printers: TM290 TM295 , Print Color: Black, Print Technology: Dot Matrix, Typical Print Yield: 750000 Character, Black Fabric	3,000	EA	TECH DEPOT	S727095	$1.63	$4,890.00							$0.00	$4,890.00
Ribbon	Ribbon, Printer, Okidata, for Okidata Microline 180 Series, 192, 192 Plus, 193, Black	72	EA	HORIZON USA	OKIS2102001	$6.39	$460.08							$0.00	$460.08

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Roll	Roll, Calculator Rolls, Thermal, 2-1/4" x 155', For thermal printing calculator, 12 per Pack	30	PK	TST/IMPRESO INC	553995	$1.20	$36.00							$0.00	$36.00
Roll	Roll, Calculator, Thermal, 2-1/4" x 85', For thermal printing calculators, 12 per Pack	30	PK	TST/IMPRESO INC	109317	$1.46	$43.80							$0.00	$43.80
Rubber Bands	Rubber Bands, # 32, 3" x 1/8", 1-lb Box	300	BX	ALLIANCE RUBBER CO	2432408	$1.11	$333.00							$0.00	$333.00
Rubber Bands	Rubber Bands, 1/8" x 3", # 32, 1/4-lb. bag	150	BG	ALLIANCE RUBBER CO	2432808	$0.31	$46.50							$0.00	$46.50
Rubber Bands	Rubber Bands, 1/8" x 3", Size: # 32, Tan, 1/4 lb Box	72	BX	ALLIANCE RUBBER CO	2432808	$0.31	$22.32							$0.00	$22.32
Rubber Bands	Rubber Bands, Jumbo, Red, 1/8" x 7", 12 Per Pack, 80% Rubber Content	48	PK	ALLIANCE RUBBER CO	42179	$0.92	$44.16							$0.00	$44.16
Rubber Bands	Rubber Band, 1/8" x 2", Size: #30, Color: Beige, 1/4 lb/Box, 80% Rubber Content	36	BX	ALLIANCE RUBBER CO	37338	$0.55	$19.80							$0.00	$19.80
Rubber Bands	Rubber Band, Size: #12, 16" L x 1.75" W, Crepe, 1/4 lb Box	36	BX	ALLIANCE RUBBER CO	42179	$0.92	$33.12							$0.00	$33.12
Rubber Bands	Rubber Bands, 1/8" x 3", Size #32, 900 per Bag	36	BG	ALLIANCE RUBBER CO	20325	$1.87	$67.32							$0.00	$67.32
Rubber Bands	Rubber Bands, 1/8" x 7", Size: #117, 1.00 lb Box	30	BX	ALLIANCE RUBBER CO	21405	$1.87	$56.10							$0.00	$56.10
Rubber Bands	Rubber bands, 3" x 0.12", Size: #32, 1.00 lb Box	30	BX	ALLIANCE RUBBER CO	20325	$1.87	$56.10							$0.00	$56.10
Rubber Bands	Rubber bands, 3" x 0.06", Size: #18, 1.00 lb Box	30	BX	ALLIANCE RUBBER CO	20185	$1.87	$56.10							$0.00	$56.10
Rubber Bands	Rubber Bands, 5/8" x 5", Size: #105, 1.00 lb Box	30	BX	ALLIANCE RUBBER CO	21075	$1.87	$56.10							$0.00	$56.10
Rubber Bands	Rubber Bands, 7" x 5/8", Size: #107, 1.00 lb. Box	30	BX	ALLIANCE RUBBER CO	21075	$1.87	$56.10							$0.00	$56.10
Rubber Bands	Rubber Bands, # 117, 1/8" x 7", 1/4-lb. bag, 80% Rubber Content	600	BG	ALLIANCE RUBBER CO	42179	$0.92	$552.00							$0.00	$552.00
Rubber Bands	Rubber Bands, # 33, 1/8" x 3-1/2", 1-lb. Bag	300	BG	ALLIANCE RUBBER CO	2433808	$0.31	$93.00							$0.00	$93.00
Rubber Bands	Rubber Bands, # 64, 1/4" x 3-1/2", 1/4-lb Bag	300	BG	ALLIANCE RUBBER CO	2464808	$0.31	$93.00							$0.00	$93.00
Rubber Bands	Rubber Band, 1/16" x 3-1/2", # 19, 1/4-lb. bag	150	BG	ALLIANCE RUBBER CO	2419808	$0.31	$46.50							$0.00	$46.50
Rubber Bands	Rubber Band, #117, 1/8" x 7", 1-lb. bag, 80% Rubber Content	75	BG	ALLIANCE RUBBER CO	21405	$1.87	$140.25							$0.00	$140.25
Ruler	Ruler, Plastic, Length: 12", Scaled in 1/16" markings (Imperial) on one side and millimeters (metric) on the other, Measuring Edge: Double	36	EA	AIVEN ON STATIONERY CO LTD	NB-20110516	$0.18	$6.48							$0.00	$6.48
Ruler	Ruler, Wood, 12", Metal Edge Strip, 3 standard binder holes plus 1/4" hanging hole, Scaled in 16ths and metric graduations	150	EA	AIVEN ON STATIONERY CO LTD	NB20110506	$0.17	$25.50							$0.00	$25.50
Sanitizer	Sanitizer, Instant Hand sanitizer refill, Aloe, Size: 1.06 quart, Color: Clear	72	EA	SP RICHARDS	GOJ962504	$13.04	$938.88							$0.00	$938.88
Sanitizer	Sanitizer, Instant Hand Sanitizer, Aloe, Package includes: one pump bottle, 8 Ounces	72	EA	VI-JON INC	895	$0.53	$38.16							$0.00	$38.16
Scissors	Scissor, Economy, stainless steel Scissor, Black Plastic Straight Handles, 7"	144	EA	FISKARS INC	01-004252	$0.36	$51.84							$0.00	$51.84

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Scissors	Scissor, Economy, Stainless Steel Blades, 8" Straight plastic handles, Black	30	EA	HANGZHOU GREAT STAR IND CO	30029	$0.28	$8.40							$0.00	$8.40
Scissors	Scissor, Stainless Steel Blade, All-purpose, lightweight trimmers with plastic handles, Color: Black Handle, Handle, Length: 8.0", Cutting Length: 3.75", Tip: Straight, 8"	30	EA	HANGZHOU GREAT STAR IND CO	30029	$0.28	$8.40							$0.00	$8.40
Sharpener	Sharpener, Electric Pencil Sharpener, Black, 3" x 5" x 4", Cutter: Steel	36	EA	AMAX INC	EPS4-BLACK	$4.12	$148.32							$0.00	$148.32
Sleeves	Sleeve, Business card sleeves, 8-1/2" x 11", Heavyweight, side-loaded, polypropylene, Hole-Punched, pages that fit into standard three-ring binders, Each 2 mil sleeve holds 20 business cards, Color: Clear, 10 per Pack	30	PK	GUANDONG HUALONG STATIONERY CO	ODU-SHE35	$0.30	$9.00							$0.00	$9.00
Sleeves	Sleeves, White Wove Paper CD/DVD Sleeves, 4-7/8" x 5", 100 per Pack, Ungummed flaps	30	PK	CENVEO CORP	77850	$0.73	$21.90							$0.00	$21.90
Sleeves	Sleeves, CD/DVD, White, 4-7/8" x 5", Tech-No-Tear CD/DVD Sleeves, Paper exterior, Clear poly window, Ungummed flap, 100 per Pack	150	PK	CENVEO CORP	77203	$5.17	$775.50							$0.00	$775.50
Soap	Soap, Hand, Hypoallergenic lotion soap, Honeysuckle	150	EA	BUNZL DISTRIBUTION USA INC	6028	$0.66	$99.00							$0.00	$99.00
Soap	Soap, Liquid, Antimicrobial, 7.50 oz	144	EA	BUNZL DISTRIBUTION USA INC	126254	$1.01	$145.44							$0.00	$145.44
Soap	Soap, Antibacterial Hand soap with light moisturizers, Nonscented, Hand, Size: 27.05 fl oz	72	EA	SP RICHARDS	CPM01924	$2.34	$168.48							$0.00	$168.48
Soap	Soap, Refill, Moisturizing Hand Soap with Aloe, 800 ml Refill, Nonscented	36	EA	SP RICHARDS	CPM01924	$2.34	$84.24							$0.00	$84.24
Soap	Soap, Foam, 7.5 Fluid Ounces	30	EA	BUNZL DISTRIBUTION USA INC	6042	$1.29	$38.70							$0.00	$38.70
Sorter	Sorter, File Holder/Sorter, 13-3/*" x 9-1/4" x 6-3/8", Black, 25% post-consumer content	36	EA	BLOCK AND CO INC	OD5H04	$7.47	$268.92							$0.00	$268.92
Sorter	Sorter, Jumbo Incline Sorter, 9-3/8" W x 10-1/2"D x 7-3/8"H, Black, Heavy-duty sorters hold letter, A4-size documents and folders, 6 graduated compartments, Sit on desk or countertop or can be hung on wall, plastic construction	30	EA	BLOCK AND CO INC	OD6BLA	$9.76	$292.80							$0.00	$292.80
Sorter	Sorter, Two-Tone Steel Mesh Desk Sorter, Mini, 5-1/2" x 3" x 5-1/8", Various size sorter slots	30	EA	FOUR POWER IND CO LTD	NW-1052A	$0.65	$19.50							$0.00	$19.50
Sorter	Sorter, Mini Sorter, Transparent, 5-1/8" x 4" x 3-1/2", 25% post-consumer content	30	EA	ADVANTUS CORP	65253	$3.46	$103.80							$0.00	$103.80
Sprayer	Sprayer, Standard Trigger Sprayer, Size 9-1/2", 24 per Carton	30	CT	SP RICHARDS	RCM35489500	$1.13	$33.90							$0.00	$33.90

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Stamp	Stamp Pad, Self-inking Message Stamp made with 80% recycled plastic, Impressions size: 9/16" x 1-1/2", Re-inkable, Red	120	EA			$0.00	$0.00							$0.00	$0.00
Stamp	Stamp, Stamps date with one of 4-in-1, 4 interchangeable messages: FAXED, PAID, ENTERED, and RECEIVED, metal reinforced frame, Wood handle, 6-year band, Impression size: 1-1/4" x 1-13/16", Stamp pad not included, Stamp Made From 75% Recycled plastic	36	EA	TRODAT USA	46089	$3.06	$110.16							$0.00	$110.16
Stamp	Stamp, Pre-inked 1-Color Message Stamp, Impressions size: 1/2" x 1-5/8" Up to 20,000 impressions, Re-inkable, Confidential	36	EA	CONSOLIDATED STAMP MFG CO	35557	$0.66	$23.76							$0.00	$23.76
Stamp	Stamp, Pre-inked 1-Color Message Stamp, Impressions size: 1/2" x 1-5/8", Up to 20,000 impressions, Re-inkable, File	36	EA	TRODAT USA	52790	$1.36	$48.96							$0.00	$48.96
Stapler	Stapler, Half-Strip, Steel construction, Full non-skid rubber base, 1-11/32" W x 5-5/32" D x 2-7/16" H	72	EA	ACCO BRANDS USA LLC	54501	$1.49	$107.28							$0.00	$107.28
Stapler	Stapler, Full Strip, Desktop, Black, Staples up to 20 Sheets of 20-lb paper, High impact steel construction, 1-21/32" W x 6-3/4" D x 2-1/2" H	60	EA	ACCO BRANDS USA LLC	74771	$4.24	$254.40							$0.00	$254.40
Stapler	Stapler, Classic desk stapler open-channel loading, Staples up to 20 sheets, Steel Body, Rubber Base, Weight: 1.2B lb Color: Black, Media Capacity: 20 Sheets of 20.00 lb Paper, Staple Size: 1/4", Staple Capacity: 210 Staples, Strip Length: Full, Throat Depth: 4", Black	36	EA	ACCO BRANDS USA LLC	74771	$4.24	$152.64							$0.00	$152.64
Stapler	Stapler, Commercial Stapler, Staples 2 to 20 sheets of 20 lb. paper, Metal Body, Color: Black, Non-skid Bottom, Staple Capacity: 210 Staples, Strip Length: Full	30	EA	MAPED HELIX USA INC	7531OD	$0.82	$24.60							$0.00	$24.60
Stapler	Stapler, Desktop Stapler, Spring-powered desktop stapler, Material: Rubber Base, Color: Black, Media Capacity: 20 Sheets, Staple Capacity: 210 Staples, Strip Length: Full	30	EA	AMAX INC	1493	$1.92	$57.60							$0.00	$57.60
Stapler	Stapler, Portable Electric, Compact, portable electric stapler, Color: Black, Media Capacity: 20 Sheets of 20.00 lb Paper, Staple Size: 1/4", Staple Capacity: 210 Staples, Strip Length: Full, Throat Depth: 0.25" to 1.50"	72	EA	TUNG YUNG INTL LTD	EG-1610C	$4.89	$352.08							$0.00	$352.08
Staples	Staples, Heavy-Duty Chisel Point, 3/8", Quantity: 100 staples per Strip, 5,000 staples per Pack	90	PK	OFFICEMATE INTL	OD10904	$0.72	$64.80							$0.00	$64.80
Staples	Staples, Standard Chisel Point, 5,000 per Box	75	BX	TUNG YUNG INTL LTD	OD766967	$0.21	$15.75							$0.00	$15.75

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Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Staples	Staple, 5000 per Box, Chisel Point, For Use in Swingline - 69001, 69008, 50201, 50204 Electric Stapler, Media Capacity: 30 Sheets, Leg Length: 0.25", Crown Width: 0.50	51	BX	ACCO BRANDS USA LLC	50050	$2.83	$144.33							$0.00	$144.33
Staples	Staple, Cartridge, Chisel Point, 3/8" Leg Length, For Use in Swingline High Capacity Electric Stapler 69270, Media Capacity: 70 Sheets, 5000 Per Cartridge, Staple Type: Heavy Duty, 1 Cartridge per Box	45	BX	ACCO BRANDS USA LLC	35550	$1.23	$55.35							$0.00	$55.35
Staples	Staples, Staples fit any standard full-strip stapler, Each strip of standard staples contains 210 chisel point staples, Leg length is 1/4". Sheet capacity is 20 Sheets, 5000 per Pack	36	PK	TUNG YUNG INTL LTD	OD766967	$0.21	$7.56							$0.00	$7.56
Staples	Staples, Staples are Compatible with Boston B8C line, B8RC line, B8HDP, B8E 210 staples per strip, 1/4", 45 Sheets, 5000 Staples per Box	30	BX	AMAX INC	SB10	$0.77	$23.10							$0.00	$23.10
Staples	Staples, premium chisel point, Fits all full-strip 210 standard staplers, 1/4", 5,000 Staples per Pack	75	PK	TUNG YUNG INTL LTD	OD766967	$0.21	$15.75							$0.00	$15.75
Staples	Staples, Standard, Chisel Point, Leg Length: 0.25", Crown Width: 0.50", Staple Quantity: 105 Per Strip, Strip Length: Half, Staples up to 25 Sheets, 5000 per Pack	72	PK	ACCO BRANDS USA LLC	79394	$1.49	$107.28							$0.00	$107.28
Stickers	Letters and Numbers, vinyl letters and numbers, 1 pack to include capital letters A-Z, numbers 0-9, and miscellaneous symbols, Peel and Stick, White, 3"	36	PK	SP RICHARDS	CHA01076	$4.74	$170.64							$0.00	$170.64
Strip	Strip, Adhesive Poster Strips, 6 per Pack, Holds up to 5 LB	72	PK	3M CO	17204-OD	$1.83	$131.76							$0.00	$131.76
Strip	Strip, Adhesive Poster Strips, White, 9 per Pack, Holds up to 1 LB	54	PK	3M CO	17024-VP	$2.31	$124.74							$0.00	$124.74
Suppressor	Suppressor, Surge, 7 Outlet, Diagnostic LED, Package Includes: surge suppressor and user documentation, UL approved, Manufacturer's limited lifetime warranty	900	EA	BELKIN LOGISTICS INC	BV106000-06R	$3.66	$3,294.00							$0.00	$3,294.00
Surge Protector	Protector, Surge Protector, 12-Outlet, Includes a right-angle plug, 8' cord, detachable cable-management and sliding safety covers, Surge Energy Rating: 3.9 kJ, Black	30	EA	BELKIN LOGISTICS INC	BV108050-06-BLK	$7.31	$219.30							$0.00	$219.30
Tabs	Tabs, Tabs are self-stick and attach to side or bottom of a page. 1" x 7/16" plastic tabs with white index area, Title: Printed - A-Z, Tabs: 0.43" Width x 1" Height, Adhesive Type: Self-adhesive Permanent, Tab Color: White, 104 per Pack	2,250	PK	DIVERSE ID LLC	31005	$0.78	$1,755.00							$0.00	$1,755.00
Tabs	Tabs, Gummed Index, 1" x 3/16", Gray, 50 per Pack	300	PK	AVERY PRODUCTS	59112	$0.60	$180.00							$0.00	$180.00
Tabs	Tabs, Clear plastic Tabs for Hanging Folders, 3-1/2", Includes blank white inserts, 25 tabs and inserts per Pack	39	PK	SMEAD MFG CO	64615	$0.49	$19.11							$0.00	$19.11

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Tape	Tape, standard adhesive Laminated tape, for use with all P-Touch machines, Size: 3/8" x 26-1/4', Color: Black on White, Features: Laminated, Water Resistant, Grease Resistant, Grime Resistant, Temperature Resistant	1,200	EA	BROTHER INTL CORP	TC20Z1	$5.05	$6,060.00							$0.00	$6,060.00
Tape	Tape, Use for heavy-duty Box sealing, High Performance, 1-9/10" x 54-5/8"yds, 3", Transparent, 6 per Pack	216	PK	SHANGHAI UEE ZEE ADHESIVE PROD	HO-355A	$4.83	$1,043.28							$0.00	$1,043.28
Tape	Tape, Correction Tape, Disposable, White, 1/6" x 394", Single-line correction tape, Nonrefillable, Material: plastic Dispenser Tape Color: White, Line Coverage: 1	216	EA	SANFORD LP	6137106	$0.68	$146.88							$0.00	$146.88
Tape	Tape, 810 Tape with Dispenser, 3/4" x 300", Core Diameter: 1", Transparent, 3 per Pack	75	PK	3M CO	6122	$4.43	$332.25							$0.00	$332.25
Tape	Tape, Packing Tape, 1-9/10" x 30 Yds, 1-1/2" Core, Transparent	72	RL	3M CO	3750	$2.36	$169.92							$0.00	$169.92
Tape	Tape, 810, 3/4" x 1000", 1" Core, Transparent, 10 per Pack	72	PK	3M CO	810K12	$9.67	$696.24							$0.00	$696.24
Tape	Tape, 8oxes Invisible Tape, 1/2" x 1296", 1" core, 3 per Pack	60	PK	3M CO	810K4-GW3	$3.41	$204.60							$0.00	$204.60
Tape	Tape, Box tape, Printed Message Box Sealing Tape, 1.88" W x 109 Yds L, preprinted message in bold, red letters on white tape. This tape informs "If seal is broken, check contents before accepting." Color: Red, White	54	EA	SP RICHARDS	MMM3771	$4.44	$239.76							$0.00	$239.76
Tape	Tape, Storage Tape, 1-9/10" x 54-5/8 yd, 3" Core Diameter, Transparent, 4 per Pack	54	PK	3M CO	3650-4	$4.61	$248.94							$0.00	$248.94
Tape	Tape, Moving and Storage Tape, 1-9/10" x 42-1/4 Yds, Transparent, 6 per Pack	54	PK	3M CO	3650-6	$6.30	$340.20							$0.00	$340.20
Tape	Tape, Refillable Correction Tape, White, 1/6" x 394", Single-line correction tape, Tape Color: White, Dispenser is included, Line Coverage: 1	45	EA	SANFORD LP	6137106	$0.68	$30.60							$0.00	$30.60
Tape	Tape, High Performance Packaging Tape/Dispenser Pack, 2" x 22 yds, 1-1/2" Transparent, 6Tape/Dispenser per Pack	36	PK	3M CO	145-6	$4.63	$166.68							$0.00	$166.68
Tape	Tape, Packaging Tape, 1-9/10" x 54-5/8 Yd, 3", Transparent, 6 per Pack	36	PK	SHANGHAI UEE ZEE ADHESIVE PROD	WC-48556	$2.09	$75.24							$0.00	$75.24
Tape	Tape, Commercial Grade Shipping Tape, Clear, 1-9/10" x 54-5/8 Yd, Core Diameter: 3", 6 per Pack	36	PK	3M CO	3750-6	$11.79	$424.44							$0.00	$424.44
Tape	Tape, Paper Labeling Tape, Black on Clear, Size: 1/2" x 13', For use with the LetraTag DYMO label maker, Easy-peel, split-back tape	36	EA	SANFORD LP	16952	$1.87	$67.32							$0.00	$67.32

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Tape	Tape, Correction Tape, Mono Grip Side Action, Single-line Correction Tape, 50% post-consumer plastic, Rubberized textured grip, Assorted, 1/5" x 394", Includes 1 each: pink, black, purple and blue, 4 per Pack	30	PK	SANFORD LP	5032315	$3.57	$107.10							$0.00	$107.10
Tape	Tape, Labeling Tape, 1/2" x 26-1/4', Type M, Black on White, Self-Adhesive-backed labels, For Use On Brother PT-55, PT-65, PT-70, PT-80, PT-85, PT-90, PT-100 and PT-110 labelers, 2 per Pack	30	PK	BROTHER INTL CORP	M2312PK	$5.24	$157.20							$0.00	$157.20
Tape	Tape, Correction Tape, 1/6" x 472", Non-refillable, Tape Color: White, Dispenser: Included, Line Coverage: 1, 2 per Pack	30	PK	HAYANSON CO LTD	1005	$0.54	$16.20							$0.00	$16.20
Tape	Tape, Foam Mounting Tape, Standard, 1/2" x 150", White	30	RL	3M CO	4013	$1.73	$51.90							$0.00	$51.90
Tape	Tape, Laminated tape, 1/2" x 26-1/4', Black on White, Standard adhesive, For use With Brother All P-Touch machines, Black on White	30	EA	BROTHER INTL CORP	M231	$2.84	$85.20							$0.00	$85.20
Tape	Tape, Audio Cassette Tapes, 90 Minutes, High Bias, 2 per Pack	30	PK	SP RICHARDS	MAX102211	$0.69	$20.70							$0.00	$20.70
Tape	Tape, standard adhesive Laminated Labeling tape, Size: 1/4" x 26-1/4', Color: Black on White	300	EA	BROTHER INTL CORP	TZE211	$3.78	$1,134.00							$0.00	$1,134.00
Tape	Tape, Duct, General Purpose, Application/Usage: Wrapping, Sealing, Protecting, Material: Polyethylene, Tape Length: 60 yd, Tape Width: 2" Color: Silver, Core Diameter: 3"	300	RL	3M CO	1130-C	$1.41	$423.00							$0.00	$423.00
Tape	Tape, 3/4" x 1296", 810, Core Diameter: 1", Transparent	144	RL	3M CO	810-6PK	$5.86	$843.84							$0.00	$843.84
Tape	Tape, Embossing Tape, Black, 3/8" x 144"	72	EA	SANFORD LP	1741670	$1.44	$103.68							$0.00	$103.68
Tape	Tape, Camcorder Video Tape, 60 Minutes, Mini, Digital, Videocassette Technology: DVC	36	EA	MAXELL CORP OF AMERICA	214016	$0.43	$15.48							$0.00	$15.48
Towel	Rags, Soft, absorbent towels, Pop-up Box with built-in handle, Color: White, Number of Ply: 1, Quantity: 200 Per Box, Full Size: 10" x 13"	192	BX	SP RICHARDS	KIM75260	$11.46	$2,200.32							$0.00	$2,200.32
Towel	Towel, Paper Towels, Perforated, 1-Ply, 11" x 8-7/8", Color: White, 96 Sheets per Roll, Post Consumer Content: 40%	45	RL	SP RICHARDS	GEP27300RL	$0.73	$32.85							$0.00	$32.85
Towel	Towel, Oversized towel, 16" x 19", White with Green Strip, 12 sheets per carton	30	CT	SP RICHARDS	GEP27700	$19.32	$579.60							$0.00	$579.60
Tray	Tray, Desk tray, Side-loading tray, Color: Black, Features: Stackable, Placement: Desktop, Shape: Rectangle, Size: 13-3/16" x 2-3/4" x 9"	300	EA	ADVANTUS CORP	65269	$1.75	$525.00							$0.00	$525.00
Tray	Tray, Wire, Black, 12" x 5" x 16-1/2."Extra-Vinyl feet, stacking posts not included	246	EA	FOUR POWER IND CO LTD	ST-217A	$1.28	$314.88							$0.00	$314.88
Tray	Tray, Wire Trays, 10" x 3" x 14-1/8", Black, Vinyl feet protect desk top	60	EA	FOUR POWER IND CO LTD	ST-227A	$0.83	$49.80							$0.00	$49.80
Tray	Tray, Wire Desk Tray, 10" x 14-1/8", Letter, Silver, Stackable, (Tray Supports sold separately), Color: Silver	30	EA	FOUR POWER IND CO LTD	OD-008A	$0.95	$28.50							$0.00	$28.50

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Vacuum	Vacuum, Lightweight upright vacuum, No-scuff bumper, Five-position carpet height adjustment, 8' stretch hose, 12 amp motor, 27' cord, Includes 12" extension wand, crevice tool and upholstery/dusting brush, Wand, Filter, Turbo Tool, Brush Roll, System check indicator, Standard Warranty: 2 Year Limited, Cleaning Width: 13.70", Hose Length: 96"	30	EA	SP RICHARDS	EUK4711BZ	$0.00	$0.00							$0.00	$0.00
Wallet	Wallet, Expanding, Heavy Duty, Legal, 5-1/4" Expansion, 2 per Pack	216	PK	SMEAD MFG CO	1076GL	$0.88	$190.08							$0.00	$190.08
Wallet	Wallet, Expanding Wallets, Legal, reinforcement at the top, Includes protective flap with cloth tie, Color: Red Fiber, Expansion Size: 5.25", Post Consumer Content: 30%	150	EA	SMEAD MFG CO	71199	$12.88	$1,932.00							$0.00	$1,932.00
Wallet	Wallet, Expanding, legal, 1" expansion, Cloth Tie	150	EA	SMEAD MFG CO	1056E	$1.12	$168.00							$0.00	$168.00
Wallet	Wallets, letter, Top Load, Flap with Elastic Cord, Heavy-duty construction, Point Size: 12.5 pt. Folder, Expansion Size: 2", Post Consumer Content: 30%	150	EA	SMEAD MFG CO	77233	$6.24	$936.00							$0.00	$936.00
Wallet	Wallet, Expanding, Letter, Expansion: 5-1/4", 10% post-consumer content, Full-height reinforcement, Elastic cord closure, Standard red fiber stock with flap	105	EA	SMEAD MFG CO	71164	$10.88	$1,142.40							$0.00	$1,142.40
Wallet	Wallet, Extra-Wide Expanding Wallets, Letter, 5-1/4" Expansion, 10% post-consumer content, Red fiber material with full reinforced gussets, Secure elastic-cord closure, 10 per Box	75	BX	SMEAD MFG CO	77210	$7.03	$527.25							$0.00	$527.25
Wallet	Wallet, Expanding Wallet, Legal, Red, 5.25" Expansion, Cloth Tie	75	EA	SMEAD MFG CO	1076GL	$0.98	$73.50							$0.00	$73.50
Wallet	Wallet, Extra-Wide Expanding Wallets, 5-1/4" Expansion, 10% post-consumer content, Red fiber material with reinforced gussets, Secure elastic-cord closure, 10 per Box	75	BX	SMEAD MFG CO	71164	$10.54	$790.50							$0.00	$790.50
Wallet	Wallet, Expanding wallet, Protective Flap with cloth tie, Letter, reinforcement at the top, Reinforced Gusset, Expansion Size: 5.25", 30% Post Consumer Content	60	EA	SMEAD MFG CO	1073GL	$0.80	$48.00							$0.00	$48.00
Wallet	Wallet, Expanding Wallet, Legal, reinforcement at the top, protective flap with cloth tie, Contains 30 percent post-consumer content, Expansion: 3-1/3"	60	EA	SMEAD MFG CO	71466	$1.26	$75.60							$0.00	$75.60
Wallet	Wallet, Expanding Wallets, Legal, Expansion: 3-1/2", 10% post-consumer content, Leather like material, reinforced gusset tops, Elastic cord closure, 10 per Box	60	BX	SMEAD MFG CO	71466	$1.26	$75.60							$0.00	$75.60

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Wallet	Wallet, 2" Expansion, Legal, Elastic Closure, Heavy Duty, Flap Closure, Point Size: 12.5 pt. Folder Expansion Size: 2", Post Consumer Content: 30%	60	EA	SMEAD MFG CO	71199	$12.88	$772.80							$0.00	$772.80
Wallet	Wallet, Leather Like, protective flaps, elastic cords and reinforced gussets, Color: Brown, Sheet Size: 10" x 15", Expansion Size: 5.25", Post Consumer Content: 30%	36	EA	SMEAD MFG CO	71466	$1.26	$45.36							$0.00	$45.36
Wallet	Wallet, Expanding Wallet, Attorney, 3-1/2" Expansion, 10% post-consumer content, Elastic cord closure, Extra-strong red fiber stock with flap	30	EA	SMEAD MFG CO	71466	$1.26	$37.80							$0.00	$37.80
Wallet	Wallet, Expanding Wallet, Leather like, Expansion: 5-1/4", Attorney, 10 per Box	30	BX	SMEAD MFG CO	71466	$1.26	$37.80							$0.00	$37.80
Wastebaskets	Wastebasket, Standard, Plastic, 41.0 Qt., Silver	96	EA	RUBBERMAID COMMERCIAL	295700 GRY	$4.41	$423.36							$0.00	$423.36
Wastebaskets	Wastebasket, Desk Side, Gray, 8 quart	45	EA	RUBBERMAID COMMERCIAL	FG295600GRAY	$2.02	$90.90							$0.00	$90.90
Wastebaskets	Wastebasket, Standard, Durable, Won't dent, crush or chip, Black, 13.5 qt	36	EA	RUBBERMAID COMMERCIAL	FG2956008LA	$2.02	$72.72							$0.00	$72.72
Wastebaskets	Wastebasket, 28 Qt., Black, Standard, won't dent, crush or chip	36	EA	RUBBERMAID COMMERCIAL	FG295600BLA	$2.02	$72.72							$0.00	$72.72
Wipes	Wipes, Foil Packets, Hospital disinfectant germicidal wipes for telephones and other telecommunications equipment, Disposable wipes, 72 Wipes per Pack	75	PK	TECH DEPOT	S1097730	$3.53	$264.75							$0.00	$264.75
Wipes	Wipes for cleaning phones, Foil Packets, 18 Wipes per Pack	72	PK	TECH DEPOT	S1097730	$3.53	$254.16							$0.00	$254.16
Wipes	Wipes, Screen Cleaner, Each individually sealed twin Pack contains 1 heavily saturated wet wipe and 1 strong, dry absorbent cloth, 14 twin Packs per Box	60	BX	SOURCINGPARTNER INC	OD10006	$0.89	$53.40							$0.00	$53.40
Wipes	Wipes, Disinfecting Wipes, Fresh Scent, 75 Wipes per Pack, Pre-moistened, disposable, 75 per Pack	54	PK	BUNZL DISTRIBUTION USA INC	30380	$2.75	$148.50							$0.00	$148.50
Wipes	Wipes, Multi-surface Pre-moistened Wipes, Unscented, 25 per Pack	36	PK	BUNZL DISTRIBUTION USA INC	30380	$2.75	$99.00							$0.00	$99.00
Wipes	Wipes, Thick, Pre-moistened wipes, Towelette, Pop-up container, Cloth Color: White, 6" x 9", 50 per Container	30	EA	SP RICHARDS	ITW90456	$2.13	$63.90							$0.00	$63.90
Wipes	Wipes, Disinfectant, 6" x 6.8", 160 per Pack	30	PK	BUNZL DISTRIBUTION USA INC	15949	$2.77	$83.10							$0.00	$83.10
Wipes	Wipes, Cleaning Wipes, Citrus Scent, 62 Wipes per Pack	30	PK	SP RICHARDS	RAC81700	$3.02	$90.60							$0.00	$90.60
Wipes	Wipes, Disinfecting, Pre-moistened, disposable wipes, 35 Wipes per Pack	30	PK	CASCADES TISSUE GROUP	69075	$2.20	$66.00							$0.00	$66.00
Wipes	Wipes, Disinfecting, Lemon-Lime, Pre-moistened, disposable wipes come in a pop-up container, 80 Count	30	EA	ALLSOP INC	30205	$1.79	$53.70							$0.00	$53.70

Core Item List				Yellow Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE				If Exact Match Is Unavailable, Provide a Comparable Substitution in the Blue Columns - PRICING MUST BE INCLUSIVE OF ALL COST INCLUDING PACKAGING, FREIGHT, AND INSIDE DESKTOP DELIVERY.							
Core Category	Description	QTY	UOM	Manufacturer	Manufacturer Part Number	Unit Price	Exact Match Extended Price	Comparable Substitution Manufacturer	Comparable Substitution Manufacturer Part Number	Comparable Substitution Product Description	Unit Price	Quantity	UOM	Comparable Substitution Extended Price	Extended Price
Wrist Rest	Wrist Rest, Memory Foam Keyboard Wrist Rest, 19" x 10" x 3/4", Extended keyboard wrist rest includes nonskid, soft-backed base and soft-to-touch wrist pad, Black	30	EA	ALLSOP INC	30205	$1.79	$53.70							$0.00	$53.70
XEROGRAPHIC PAPER - RECYCLED	Size: 8.5" x 11", White, 20 LB., Grade: #4, Long Grain, Minimum Brightness: 92, Minimum Opacity: 89, Minimum Post Consumer Content 30%, 5000 per Carton	92,430	CT	DOMTAR PAPER CO LLC	851001OD	$31.50	$2,911,545.00							$0.00	$2,911,545.00
XEROGRAPHIC PAPER - RECYCLED	Size: 11" x 17", White, 20 LB., Grade: #4, Long Grain, Minimum Brightness: 92, Minimum Opacity: 89, Minimum Post Consumer Content 30%, 2500 per Carton	900	CT	DOMTAR PAPER CO LLC	843923ODRM	$5.67	$5,103.00							$0.00	$5,103.00
XEROGRAPHIC PAPER - RECYCLED	Size: 8.5" x 14", White, 20 LB., Grade: #4, Long Grain, Minimum Brightness: 92, Minimum Opacity: 89, Minimum Post Consumer Content 30%, 5000 per Carton	1,485	CT	DOMTAR PAPER CO LLC	854001OD	$36.27	$53,860.95							$0.00	$53,860.95
														Grand Total	$3,662,933.04

Appendix 4 - Pricing Proposal Form
Non-Core Items

Non-Core Items Proposed % Discount	Instructions
55%	
55%	
55%	

NON-CORE ITEM PRICING. Items not on the Core List ("Non-Core Items"), but which are identified in the Office Depot Business Select catalog that is in circulation at the time of the order ("Business Select Catalog"), will be priced at a discount up to 55 % off of list price, exclusive of bulk pricing discounts or other specials. Products contained in the Business Select Catalog may change without notice. The foregoing pricing shall not apply to clearance items and promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings ("Excluded Items"). Non-Core Items that are not identified in the Business Select Catalog shall not be subject to the discounts or pricing methodology otherwise set forth in this Agreement. Rather, prices for such items, as well as Excluded Items, will be established by Consultant in its discretion and will be presented to the County at the point of sale or otherwise at the time of order placement.

Annual Volume Rebate: Provided County is in compliance with the payment terms set forth in this Agreement, Consultant shall pay County a rebate based on "Spend" per Contract Year. For purposes herein, "Spend" shall mean Conuty's paid-for purchases (excluding postage, shipping and mailing services, technology, gift cards and warranties), net of taxes, shipping costs, returns, discounts and credits. This rebate shall be paid within sixty (60) days of the end of each Contract Year, and shall be based on the following rebate tiers:

Annual Spend Level Per Plan	Additional Discount (%)
$0-$500,000	0%
$500,001 to $1,000,000	0%
$1,000,001 to $1,500,000	0%
$1,500,001 to $2,000,000	0%
$2,000,001 to $3,500,000	0%
$3,500,001 to $4,000,000	0%
$4,000,001 to $4,500,000	2%
$4,500,001 to $5,000,000	2%
$5,000,001 to $5,500,000	2%
$5,500,001 to $6,000,000	2%
$6,000,001 to $6,500,000	2%
$6,500,001 to $7,000,000	3%
$7,000,001 to $7,500,000	3%
$7,500,001 to $8,000,000	3%
$8,000,001 to $8,500,000	3%
$8,500,001 to $9,000,000	3%
$9,000,001 to $9,500,000	3.5%
$9,500,001 to $10,000,000	3.5%
$10,000,001 to 10,500,000	3.5%
$10,500,001 to $11,000,000	3.5%
$11,000,001 to $11,500,000	4%
$11,500,001 to $12,000,000	4%
OVER $12,000,001	4%

Contract Year shall mean the twelve (12) month period, commencing on the Effective Date and each subsequent twelve (12) month period therafter during the term of this Agreement.

EXHIBIT 3

Evidence of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/30/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH USA INC.
540 W. MADISON
CHICAGO, IL 60661
Attn: Chicago.CertRequest@marsh.com | Fax: 212-948-0770

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	National Union Fire Insurance Company	19445
INSURER B :	New Hampshire Insurance Company	23841
INSURER C :	Insurance Company of the State of Pennsylvania	19429
INSURER D :	ACE Property & Casualty Insurance Company	20699
INSURER E :		
INSURER F :		

INSURED
Office Depot, Inc. & its Subsidiaries
including Office Max Inc.
6600 North Military Trail
Boca Raton, FL 33496

COVERAGES **CERTIFICATE NUMBER:** CHI-004957726-01 **REVISION NUMBER:** 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY**			GL 7266928	05/01/2014	05/01/2015	EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$
	X SELF-INSURED RETENTION						PERSONAL & ADV INJURY	$ 2,000,000
	(SIR) $1,000,000						GENERAL AGGREGATE	$ 15,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	X POLICY PRO-JECT LOC							$
A	**AUTOMOBILE LIABILITY**			CA 3219465 (AOS)	05/01/2014	05/01/2015	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
A	X ANY AUTO			CA 3219466 (VA)	05/01/2014	05/01/2015	BODILY INJURY (Per person)	$
A	ALL OWNED AUTOS / SCHEDULED AUTOS			CA 3219467 (MA)	05/01/2014	05/01/2015	BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
D	X **UMBRELLA LIAB** X OCCUR			XOO G2 73 80 08 6	05/01/2014	05/01/2015	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**			WC 026034981 (AOS)	05/01/2014	05/01/2015	X WC STATU-TORY LIMITS / OTH-ER	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N	N/A		WC 026034985 (CA)	05/01/2014	05/01/2015	E.L. EACH ACCIDENT	$ 2,000,000
B	**(Mandatory in NH)**			WC 026034986 (FL)	05/01/2014	05/01/2015	E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
B	If yes, describe under DESCRIPTION OF OPERATIONS below			WC 026034990 (WI, ND, WY)	05/01/2014	05/01/2015	E.L. DISEASE - POLICY LIMIT	$ 2,000,000
C	WORKERS COMPENSATION CONT.			WC 026034989 (MA)	05/01/2014	05/01/2015	LIMITS SAME AS ABOVE	
B	WORKERS COMPENSATION CONT.			WC 026034988 (OR)	05/01/2014	05/01/2015	LIMITS SAME AS ABOVE	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Cook County
Office of the Chief Procurement Officer
Attn: Barbie Flock
118 N. Clark St, Room 1018
Chicago, IL 60602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE of Marsh USA Inc.
Manashi Mukherjee

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AGENCY CUSTOMER ID: 995703
LOC #: Chicago

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
MARSH USA INC.		Office Depot, Inc. & its Subsidiaries including Office Max Inc. 6600 North Military Trail Boca Raton, FL 33496
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

ADDITIONAL WORKERS COMPENSATION POLICIES

CARRIER: NEW HAMPSHIRE INS COMPANY
POLICY NUMBER: WC 026034983 (AK,AZ,GA,VA)
POLICY TERM: 05/01/2014 - 05/01/2015
WORKERS COMPENSATION: STATUTORY LIMIT
EMPLOYERS LIABILITY EACH ACCIDENT: $2,000,000
EMPLOYERS LIABILITY DISEASE-POLICY LIMIT: $2,000,000
EMPLOYERS LIABILITY DISEASE-EACH EMPLOYEE: $2,000,000

CARRIER: NEW HAMPSHIRE INS COMPANY
POLICY NUMBER: WC 026034982 (KY,NC,NH,UT,VT)
POLICY TERM: 05/01/2014 - 05/01/2015
WORKERS COMPENSATION: STATUTORY LIMIT
EMPLOYERS LIABILITY EACH ACCIDENT: $2,000,000
EMPLOYERS LIABILITY DISEASE-POLICY LIMIT: $2,000,000
EMPLOYERS LIABILITY DISEASE-EACH EMPLOYEE: $2,000,000

CARRIER: NEW HAMPSHIRE INS COMPANY
POLICY NUMBER: WC 026034984 (NJ, PA)
POLICY TERM: 05/01/2014 - 05/01/2015
WORKERS COMPENSATION: STATUTORY LIMIT
EMPLOYERS LIABILITY EACH ACCIDENT: $2,000,000
EMPLOYERS LIABILITY DISEASE-POLICY LIMIT: $2,000,000
EMPLOYERS LIABILITY DISEASE-EACH EMPLOYEE: $2,000,000

CARRIER: NEW HAMPSHIRE INS COMPANY
POLICY NUMBER: WC 026034987 (ME)
POLICY TERM: 05/01/2014 - 05/01/2015
WORKERS COMPENSATION: STATUTORY LIMIT
EMPLOYERS LIABILITY EACH ACCIDENT: $2,000,000
EMPLOYERS LIABILITY DISEASE-POLICY LIMIT: $2,000,000
EMPLOYERS LIABILITY DISEASE-EACH EMPLOYEE: $2,000,000

CARRIER: NATIONAL UNION FIRE INSURANCE COMPANY
POLICY NUMBER: XWC 6636293 (OH)
POLICY TERM: 05/01/2014 - 05/01/2015
WORKERS COMPENSATION: STATUTORY LIMIT
EMPLOYERS LIABILITY EACH ACCIDENT: $2,000,000
EMPLOYERS LIABILITY DISEASE-POLICY LIMIT: $2,000,000
EMPLOYERS LIABILITY DISEASE-EACH EMPLOYEE: $2,000,000

WORKERS COMPENSATION SIR VALUE: $1,000,000

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EXHIBIT 4

Board Authorization

RFP No. 1384-13045

COOK COUNTY SIGNATURE PAGE
(SECTION 9)

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 6 DAY OF August, 2014.

IN THE CASE OF A BID PROPOSAL, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER 1384-13045

OR

ITEM(S), SECTION(S), PART(S): _____

TOTAL AMOUNT OF CONTRACT: 4,919,561.21

FUND CHARGEABLE: _____

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

JUL 23 2014

COM _____

APPROVED AS TO FORM:

ASSISTANT STATE'S ATTORNEY
(Required on contracts over $1,000,000.00)