



FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Bid #27-14 General Teaching Supplies

Bid Requirements

Sealed bids for furnishing General Teaching Supplies to the City of South Portland, 25 Cottage Rd., South Portland, Maine as specified below, in the attached Specifications and proposal, will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine, 04106, until 2:00 PM, Wednesday, May 21, 2014, at which time they will be publicly opened and read aloud. Proposals received after the above stated day and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #27-14 for General Teaching Supplies" and shall be addressed to the Purchasing Agent at the above address. Delivery shall be made upon receipt of purchase order from each school and shall be F.O.B., Central Receiving, 130 Wescott Street, South Portland, Maine.

This material is being purchased for fiscal year 2014-2015 and purchase orders will be issued after 6/1/14. Questions regarding the supplies specifications may be directed to Sarah Pinault at 207-871-0555.

No deviations will be accepted, all products must be as specified. Since a prompt delivery is needed, delivery time as well as price may be made a factor in determining the award of this bid.

Separate Purchase Orders will be created for each school's items. Vendor must package these items by the individual school. No combining orders from different schools into same boxes.

Award of this bid may be based on the lowest average of all of the items. South Portland School District is looking for the lowest price of each item for the total number of the items ordered from the district as a sum of all of the schools. This price should reflect any and all levels of quantity discounts available.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following the delivery of and receipt of invoice for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

Please pay close attention to the **UNIT** and **UNIT SIZE** Specified. Please indicate both cost **per Unit** and **Total Cost** for quantity requested. We do not accept deviations from brand name unless a sample is provided. We do not accept deviations from **UNIT**, **UNIT SIZE** and **SIZE** unless there is no alternative bid.

Invitation to Bid

The **UNDERSIGNED** hereby proposes to furnish **General Teaching Supplies** to the **City of South Portland, Maine** in accordance with the attached Invitation to Bid, the following specifications, and at the following prices.

Teaching Supplies 2014-2015

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
1	Reams	500 sheets	Plain White Newsprint - unlined	8.5" x 11"	White	7				
2	Reams	500 sheets	Plain White Newsprint - unlined	12" x 18"	White	0				
3	Reams	500 sheets	Manilla composition paper ruled 3/8" short way	8" x 10 1/2"	Manilla	8				
4	Reams	500 sheets	White Composition Paper ruled 3/8" short way	8" x 10 1/2"	White	37				
5	Reams	500 sheets	White Composition Paper ruled 3/8" short way	8 1/2" x 11	White	69				
6	Reams	500 sheets	Colonial White Drawing Paper 70# White Vellum	12" x 18"	White	38				
7	Reams	500 sheets	Manilla Drawing Paper 50#	12" x 18"	Manilla	1				
8	Pad	100 sheets	Padded Newsprint (Easel Ruled 1" shortway 2 hole punched	24" x 36"	n/a	149				
9	Dozen	50 shts/pad	Canary Legal Pad Lined	8 1/2" x 11"	Yellow	19				
10	Dozen	50 shts/pad	Canary Legal Pad Lined	5"x8"	Yellow	11				
11	Reams	500 sheets	Quadrille Paper blue ruling double sided 1/4" squares	8 1/2" x 11	White	14				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
12	Reams	500 sheets	1" Ruled Graph Paper	8 1/2" x 11"	White	1				
13	Package	250 sheets	Card Stock	8 1/2" x 11"	White	47				
14	Carton	25 per carton	Poster Board	22" x 28"	White	15				
15	Each	Single	Teacher Lesson Plan Books Spiral Bound 41 week	8 1/2" x 11"	White	86				
16	Pkg	100 strips/pkg	Rainbow sentence strips 1 1/2" ruled 3/4" midline	3" x 24"	Rainbow	46				
17	Pkg	100 sheets	Oak Tag 125#	9" x 12"	n/a	52				
18	Pkg	100 sheets	Oak Tag 125#	12" x 18"	n/a	27				
19	Ream	500 sheets per ream	Copier Paper	8 1/2" x 14"	White	2				
20	Ream	500 sheets per ream	Copier Paper	11" x 17"	White	3				
21	Ream	500 sheets per ream	Colored Photocopy Paper	Letter Size	Pastel - Pink	9				
					Pastel - Blue	14				
					Pastel - Yellow	21				
					Pastel - Green	25				
					Goldenrod	22				
					Orange	16				
					Red	12				
					Purple	14				
		Teal	8							

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
22	Rolls	1 Roll	Colored Kraft - Duo Finish	36" x 1000'	Black	1				
					Blue	1				
					Brown	0				
					Green	1				
					Orange	0				
					Pink	0				
					Purple	1				
					Red	1				
					White	2				
					Yellow	0				
23	Pkg	50 sheets	Construction Paper - Standard	12" x 18"	Assorted	7				
					Black	30				
					Blue	30				
					Any Brand	Holiday Green	12			
					Holiday Red	17				
					Violet	11				
					Lilac	9				
					Pink	5				
					Orange	23				
					Yellow	31				
					Gray	8				
					White	64				
					Brown	6				
					Light Blue	13				
Light Green	3									
24	Pkg	50 sheets	Construction Paper - Standard	18" x 24"	Assorted	18				
					Black	0				
					Blue	0				
					Any Brand	Holiday Green	1			
					Holiday Red	1				
					Violet	0				
					Lilac	0				
					Pink	0				
					Orange	0				
					Yellow	0				
					Gray	0				
					White	0				
					Brown	2				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
25	Pkg	50 sheets	Scratch Art Paper Black Surface	8 1/2 x 11	Multicolored	4				
26	Pkg	100 per pkg	Index Cards Ruled	3" x 5"	White	225				
27	Pkg	100 per pkg	Index Cards Unruled	3" x 5"	White	91				
28	Pkg	12 per pkg (100 sheets each)	Self Stick Notes Any Brand	3" x 3"	Assorted	116				
29	Pkg	12 per pkg (100 sheets each)	Self Stick Notes Any Brand	1 1/2" x 2"	Assorted	73				
30	Pkg	3000 labels per pkg	Avery Labels #5160 No Substitutions - Avery Only	1" x 2 5/8"	White	4				
31	Pkg	600 labels per pkg	Avery Labels #5164 No Substitutions - Avery Only	3 1/3" x 4"	White	0				
32	Pkg	100 labels per pkg	Avery Labels #6878 No Substitutions - Avery Only	3 3/4" x 4 3/4"	White	4				
33	Box	500 per box	#6 3/4 Plain white envelopes	# 6 3/4 (3 5/8" x 6 1/2)	White	2				
34	Box	500 per box	#10 Plain white envelopes	#10	White	26				
35	Box	500 per box	#10 Window envelopes	#10	White	16				
36	Box	100 per box	Manilla Clasp Envelopes	6" x 9"	Manilla	6				
37	Box	100 per box	Manilla clasp envelopes	9" x 12"	Manilla	32				
38	Box	100/box	Kraft Envelopes w/metal clasp	10" x 13"	Kraft	9				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
39	Box	100/box	Kraft Envelopes w/metal clasp	12" x 15.5"	Kraft	4				
40	Boxes	100 per box	Manilla Folder Letter size 11 pt 1/3 cut	Letter	Manilla	88				
41	Boxes	100 per box	Manilla Folder Letter size 11 pt 1/5 cut	Letter	Manilla	2				
42	Boxes	24 per box	Colored File Folders 1/3 Cut Red, Yellow, Blue, Green	Letter 9.5"x11.5"	Assorted	15				
43	Box	100 per box	1/3 Tab Cut File Folders	Letter 9.5"x11.5"	Red	5				
					Blue	9				
					Green	9				
					Yellow	3				
					Purple	3				
44	Boxes	25 per box	Pendaflex Hanging Folders 1/5 tabs	Letter	Green	1				
45	Pkg	1 lb.	Modelling Clay Oil Based - non hardening (Plasticene)	1 lb	Assorted	15				
46	Bottle	Quarts (32oz)	Tempera Paint	Quarts (32oz)	Black	2				
					Blue	4				
					Brown	5				
					Green	5				
					Orange	4				
					Red	8				
					Turquoise	4				
					Violet	2				
					White	8				
					Yellow	7				
	Magenta	3								
47	Set	Single	Watercolors Half pan sets, plastic boxes Any Brand	8 colors	8 colors	26				
48	Set	Single	Watercolors Half pan sets, plastic boxes Any Brand	16 colors	16 colors	36				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
49	Brush	Single	Brushes - easel	1/4"	n/a	0				
50	Brush	Single	Brushes - easel	1/2"	n/a	20				
51	Brush	Single	Brushes - easel	3/4"	n/a	0				
52	Box	24 per box	Cray Pas - Square Sticks	Standard	24 colors	24				
53	Pack	12 sticks per pack	Chalk	Standard	White	2				
54	Box	8 per box	Crayola Crayons wax No Substitutions - Crayola Only	Standard	8 colors	581				
55	Box	64 per box	Crayola Crayons wax No Substitutions - Crayola Only	Standard	64 colors	85				
56	Box	8 per box	Crayola Multicultural Crayons No Substitutions - Crayola Only	Standard	8 colors	174				
57	Sets	12 pencils	Crayola Color Pencil Set 12 color set No Substitutions - Crayola Only	Long	12 colors	102				
58	Box	240 pencils	Crayola Color Pencil Classpack 240 pencils in 12 colors No Substitutions - Crayola Only	Standard	12 colors	40				
59	Pkg	Set of 8	Crayola Washable Markers Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Bold Colors	99				
60	Pkg	Set of 8	Crayola Washable Markers Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Classic Colors	392				
61	Pkg	Set of 8	Crayola Washable Markers Fine Tip No Substitutions - Crayola Only	Standard Fine Tip	Classic Colors	489				
62	Box	200 markers	Crayola Washable Markers Classpack - Classic - Fine tip No Substitutions - Crayola Only	Standard Fine Tip	10 Colors	10				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
63	Box	256 markers	Crayola Washable Markers Classpack - Classic - Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	16 Colors	14				
64	Set	Set of 4	Dry Erase Whiteboard markers Low odor / Non-Toxic	Fine Tip	Assorted	38				
65	Set	Set of 4	Dry Erase Whiteboard markers Low odor / Non-Toxic	Chisel Tip	Assorted	107				
66	Box	12 per box	Dry Erase Whiteboard markers Low odor / Non-Toxic	Chisel Tip	Black	30				
67	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Black	62				
68	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Blue	27				
69	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Red	23				
70	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Green	17				
71	PKG	4/Pkg	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Assorted	114				
72	Each	Single	White Board	12" x 18"	White	7				
73	Spray Bottle	Single	White Board Cleaning Solution	8 oz	n/a	102				
74	Each	Single	White Board Erasers	n/a	n/a	152				
75	Set	Set of 4	Overhead Projection Markers Low odor / Non-Toxic	Fine Point	4 colors	5				
76	Pkg	5 per pkg	Sharpie Permanent Marker No Substitutions - Sharpie Only	Extra Fine Point	Black	66				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
77	Box	12 per box	Sharpie Permanent Marker No Substitutions - Sharpie Only	Fine Point	Black	114				
78	Set	Set of 4	Sharpie Permanent Marker No Substitutions - Sharpie Only	Fine Point	4 Colors	34				
79	Set	Set of 8	Sharpie Permanent Marker No Substitutions - Sharpie Only	Fine Point	8 Colors	27				
80	Pkg	Set of 12	Highlighters	Standard	Yellow	34				
81	Pkg	12/pkg	Highlighter	Standard	Pink	14				
82	Box	Dozen	Ticonderoga My First Pencil w/ eraser	13/32" diam.	n/a	17				
83	Box	36 per box	Ticonderoga Laddie Tri-Write Pencil w/ eraser	Regular	n/a	20				
84	Box	Dozen	#2 Pencil with eraser	Regular	n/a	911				
85	Pkg	12 per pkg	Mechanical Pencils	.07 mm	n/a	26				
86	Box	144 per box	Pencil Eraser Replacement Caps (arrowhead shape)		Pink	39				
87	Box	36 per box	Pink Pearl Erasers	Standard	Pink	37				
88	Each	Single	Boston Manual Pencil Sharpener	n/a	n/a	15				
89	Each	Single	Electric Pencil Sharpener Heavy Duty	n/a	n/a	40				
90	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Blue	31				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
91	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Black	38				
92	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Red	19				
93	Box	12 per box	Stick Pens	Medium Pt.	Blue	72				
94	Box	12 per box	Stick Pens	Medium Pt.	Black	70				
95	Box	12 per box	Stick Pens	Medium Pt.	Red	36				
96	Bottle	Single	White Out	.7fl oz./ 22ml	White	129				
97	Pkg	2/Pkg	White Out Tape	1/8" x 400"	White	10				
98	Dispenser	Single	BIC Wite-Out Correction Tape Single Line BIC Only-No Substitutions	1/8" x 322"	White	27				
99	Each	Single	Plastic Ruler cm and 1/16" together	12" / 30cm long	Any	133				
100	Each	Each	Yardstick/Meter Stick	1" wide x 36" long	Wood	13				
101	Each	Single	Fiskars 5" Scissors Blunt Ambidextrous	5"	n/a	141				
102	Each	Single	Fiskars 5" Scissors Sharp Ambidextrous	5"	n/a	142				
103	Each	Single	7" All Purpose Scissors	7"	n/a	63				
104	Each	Single	6" Student Scissors Ambidextrous	6"	n/a	30				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
105	Bottle	Single	Elmer's Glue All No Substitutions - Elmer's Only	4 oz (approx)	n/a	109				
106	Bottle	Single	Elmer's Glue All No Substitutions - Elmer's Only	7 5/8 oz	n/a	70				
107	Box	12 per Box	Elmer's Washable Purple School Glue Sticks No Substitutions - Elmer's Only	.21 oz each (approx)	Purple	171				
108	Box	12 per Box	Elmer's Washable Purple School Glue Sticks No Substitutions - Elmer's Only	.77 oz each (approx)	Purple	50				
109	Tube/bottle	8 oz.	Arleene's Tacky Glue	8 oz.	n/a	15				
110	Box	5000 per box	Standard Staples	standard	n/a	74				
111	Each	n/a	Stapler, Black Full Strip	standard	Black	48				
112	Pkg	1lb	Rubber Bands - Latex Free #18	#18	n/a	1				
113	Pkg	1/4 lb	Elastic Bands Latex Free	Assorted	Assorted	5				
114	Box	100 per box	Brass Fasteners	1" long	Brass tone	13				
115	Box	100 per box	Regular Paper Clips	Regular (No.1)	n/a	242				
116	Box	100 per box	Jumbo Paper clips	Jumbo	n/a	181				
117	Box	12 per box	Small Binder Clips	3/4"	n/a	75				
118	Box	12 per box	Medium Binder Clips	1 1/4"	n/a	72				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
119	Box	12 per box	Large Binder Clips	2"	n/a	20				
120	Roll	Single	Masking Tape	3/4" x 60 yds	n/a	205				
121	Roll	Single	Masking Tape	2" x 60 yds	n/a	73				
122	Box of Rolls	12 box	Scotch Brand Tape No Substitutions-Scotch Brand Only	3/4" x 36 yd	n/a	62				
123	Roll	Single	Clear Package Sealing Tape	2" x 54.65 yd (approx.)	n/a	45				
124	Each	Single	Blue Low Tack Painter's Tape	3/4" x 60 yd	Blue	127				
125	Each	Single	Scotch Brand Blue Painter's Tape, Original Multi-Surface No Substitutions-Scotch Brand Only	1" x 60 yd	Blue	25				
126	Each	Each	Avery Heavy-Duty 3 Ring View Binder with EZ-Turn Rings No Substitutions-Avery Brand	1" ring size 8.5"x11" sheet	White	3				
127	Each	Each	3 Ring View Binder	1" ring size 8.5"x11" sheet	White	118				
128	Each	Each	3 Ring View Binders	1.5" ring size 8.5"x11" sheet	White	208				
129	Each	Each	3 Ring View Binder	1" ring size 8.5"x11" sheet	Black	72				
130	Each	Each	3 Ring View Binders	1.5" ring size 8.5"x11" sheet	Black	19				
131	Each	Single	3 Hole Punch	Standard	n/a	2				
132	Box	100 per box	Plastic Protector Sheets	Standard	Clear	70				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
133	Roll	1 Roll	Laminating Film 1" core 1.5 mil thick	25" x 500'	n/a	56				
134	Pouch	100 per box	Laminating Pouches	9" x 11.5"	n/a	2				

Corporation, Firm or Company

Officer, Authorized Individual or Owner

Street

City State

Email