



FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Bid #01-16 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, June 3, 2015, 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 #01-16 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 2015-2016 and purchase orders will be issued after 6/1/15. Questions regarding the supplies specifications may be directed to Lori Michaud 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 2015-2016

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	13				
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	28				
4	Reams	500 sheets	White Composition Paper ruled 3/8" short way	8" x 10 1/2"	White	16				
5	Reams	500 sheets	White Composition Paper ruled 3/8" short way	8 1/2" x 11"	White	74				
6	Reams	500 sheets	Colonial White Drawing Paper 70# White Vellum	12" x 18"	White	32				
7	Reams	500 sheets	Manilla Drawing Paper 50#	12" x 18"	Manilla	5				
8	Pad	100 sheets	Padded Newsprint (Easel) Ruled 1" shortway 2 hole punched	24" x 36"	n/a	99				
9	Dozen	50 shts/pad	Canary Legal Pad Lined	8 1/2" x 11"	Yellow	20				
10	Dozen	50 shts/pad	Canary Legal Pad Lined	5"x8"	Yellow	12				

ITEM #	UNIT	UNIT SIZE	ITEM	SIZE	COLOR	TOTAL REQUESTS	Item Number	Cost per Unit	Total Cost	Notes
11	Reams	500 sheets	Quadrille Paper blue ruling double sided 1/4" squares	8 1/2" x 11"	White	10				
12	Reams	500 sheets	1" Ruled Graph Paper	8 1/2" x 11"	White	4				
13	Package	250 sheets	Card Stock	8 1/2" x 11"	White	55				
14	Carton	25 per carton	Poster Board	22" x 28"	White	17				
15	Each	Single	Teacher Lesson Plan Books Spiral Bound 41 week	8 1/2" x 11"	White	31				
16	Pkg	100 strips/pkg	Rainbow sentence strips 1 1/2" ruled 3/4" midline	3" x 24"	Rainbow	42				
17	Pkg	100 sheets	Oak Tag 125#	9" x 12"	n/a	92				
18	Pkg	100 sheets	Oak Tag 125#	12" x 18"	n/a	14				
19	Ream	500 sheets per ream	Copier Paper	8 1/2" x 14"	White	9				
20	Ream	500 sheets per ream	Copier Paper	11" x 17"	White	19				
21	Ream	500 sheets per ream	Colored Photocopy Paper	Letter Size	Pastel - Pink	25				
					Pastel - Blue	41				
					Pastel -Yellow	31				
					Pastel - Green	33				
					Goldenrod	22				
					Orange	16				
					Red	10				
					Purple	17				
					Teal	13				

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	0				
					Blue	2				
					Brown	1				
					Green	1				
					Orange	1				
					Pink	0				
					Purple	1				
					Red	0				
					White	2				
					Yellow	0				
23	Pkg	50 sheets	Construction Paper - Standard	12" x 18"	Assorted	9				
					Black	48				
					Blue	34				
					Any Brand	Holiday Green	41			
					Holiday Red	40				
					Violet	19				
					Lilac	5				
					Pink	4				
					Orange	34				
					Yellow	42				
					Gray	13				
					White	60				
					Brown	35				
					Light Blue	12				
Light Green	8									
24	Pkg	50 sheets	Construction Paper - Standard	18" x 24"	Assorted	24				
					Black	1				
					Blue	3				
					Any Brand	Holiday Green	1			
					Holiday Red	0				
					Violet	0				
					Lilac	0				
					Pink	0				
					Orange	1				
					Yellow	0				
					Gray	1				
					White	9				
					Brown	0				

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	199				
27	Pkg	100 per pkg	Index Cards Unruled	3" x 5"	White	125				
28	Pkg	12 per pkg (100 sheets each)	Self Stick Notes Any Brand	3" x 3"	Assorted	129				
29	Pkg	12 per pkg (100 sheets each)	Self Stick Notes Any Brand	1 1/2" x 2"	Assorted	76				
30	Pkg	3000 labels per pkg	Avery Labels #5160 No Substitutions - Avery Only	1" x 2 5/8"	White	6				
31	Pkg	600 labels per pkg	Avery Labels #5164 No Substitutions - Avery Only	3 1/3" x 4"	White	3				
32	Pkg	100 labels per pkg	Avery Labels #6878 No Substitutions - Avery Only	3 3/4" x 4 3/4"	White	9				
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	17				
35	Box	500 per box	#10 Window envelopes	#10	White	14				
36	Box	100 per box	Manilla Clasp Envelopes	6" x 9"	Manilla	11				
37	Box	100 per box	Manilla clasp envelopes	9" x12"	Manilla	26				
38	Box	100/box	Kraft Envelopes w/metal clasp	10" x 13"	Kraft	3				

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	5				
40	Boxes	100 per box	Manilla Folder Letter size 11 pt 1/3 cut	Letter	Manilla	41				
41	Boxes	100 per box	Manilla Folder Letter size 11 pt 1/5 cut	Letter	Manilla	24				
42	Boxes	24 per box	Colored File Folders 1/3 Cut Red, Yellow, Blue, Green	Letter 9.5"x11.5"	Assorted	17				
43	Box	100 per box	1/3 Tab Cut File Folders	Letter 9.5"x11.5"	Red	2				
					Blue	2				
					Green	3				
					Yellow	2				
					Purple	0				
44	Boxes	25 per box	Pendaflex Hanging Folders 1/5 tabs	Letter	Green	9				
45	Pkg	1 lb.	Modelling Clay Oil Based - non hardening (Plasticene)	1 lb	Assorted	31				
46	Bottle	Quarts (32oz)	Tempera Paint	Quarts (32oz)	Black	12				
					Blue	8				
					Brown	3				
					Green	12				
					Orange	10				
					Red	10				
					Turquoise	11				
					Violet	9				
					White	12				
					Yellow	11				
					Magenta	11				
47	Set	Single	Watercolors Half pan sets, plastic boxes	8 colors	8 colors	116				
			Any Brand							
48	Set	Single	Watercolors Half pan sets, plastic boxes	16 colors	16 colors	36				
			Any Brand							

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	12				
50	Brush	Single	Brushes - easel	1/2"	n/a	20				
51	Brush	Single	Brushes - easel	3/4"	n/a	12				
52	Box	24 per box	Cray Pas - Square Sticks	Standard	24 colors	7				
53	Pack	12 sticks per pack	Chalk	Standard	White	4				
54	Box	8 per box	Crayola Crayons wax No Substitutions - Crayola Only	Standard	8 colors	683				
55	Box	64 per box	Crayola Crayons wax No Substitutions - Crayola Only	Standard	64 colors	77				
56	Box	8 per box	Crayola Multicultural Crayons No Substitutions - Crayola Only	Standard	8 colors	150				
57	Sets	12 pencils	Crayola Color Pencil Set 12 color set No Substitutions - Crayola Only	Long	12 colors	128				
58	Box	240 pencils	Crayola Color Pencil Classpack 240 pencils in 12 colors No Substitutions - Crayola Only	Standard	12 colors	23				
59	Pkg	Set of 8	Crayola Washable Markers Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Bold Colors	62				
60	Pkg	Set of 8	Crayola Washable Markers Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Classic Colors	488				
61	Pkg	Set of 8	Crayola Washable Markers Fine Tip No Substitutions - Crayola Only	Standard Fine Tip	Classic Colors	271				
62	Box	200 markers	Crayola Washable Markers Classpack - Classic - Fine tip No Substitutions - Crayola Only	Standard Fine Tip	10 Colors	18				

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	21				
64	Set	Set of 4	Dry Erase Whiteboard markers Low odor / Non-Toxic	Fine Tip	Assorted	82				
65	Set	Set of 4	Dry Erase Whiteboard markers Low odor / Non-Toxic	Chisel Tip	Assorted	63				
66	Box	12 per box	Dry Erase Whiteboard markers Low odor / Non-Toxic	Chisel Tip	Black	25				
67	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Black	132				
68	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Blue	49				
69	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Red	38				
70	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Green	20				
71	PKG	4/Pkg	EXPO Low Odor Chisel Tip Dry Erase Whiteboard markers NO SUBSTITUTIONS	Standard	Assorted	125				
72	Each	Single	White Board	12" x 18"	White	52				
73	Spray Bottle	Single	White Board Cleaning Solution	8 oz	n/a	76				
74	Each	Single	White Board Erasers	n/a	n/a	154				
75	Set	Set of 4	Overhead Projection Markers Low odor / Non-Toxic	Fine Point	4 colors	17				
76	Pkg	5 per pkg	Sharpie Permanent Marker No Substitutions - Sharpie Only	Extra Fine Point	Black	90				

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	57				
78	Set	Set of 4	Sharpie Permanent Marker No Substitutions - Sharpie Only	Fine Point	4 Colors	40				
79	Set	Set of 8	Sharpie Permanent Marker No Substitutions - Sharpie Only	Fine Point	8 Colors	24				
80	Pkg	Set of 12	Highlighters	Standard	Yellow	43				
81	Pkg	12/pkg	Highlighter	Standard	Pink	6				
82	Box	Dozen	Ticonderoga My First Pencil w/ eraser	13/32" diam.	n/a	10				
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	1,047				
85	Pkg	12 per pkg	Mechanical Pencils	.07 mm	n/a	5				
86	Box	144 per box	Pencil Eraser Replacement Caps (arrowhead shape)		Pink	34				
87	Box	36 per box	Pink Pearl Erasers	Standard	Pink	21				
88	Each	Single	Boston Manual Pencil Sharpener	n/a	n/a	14				
89	Each	Single	Electric Pencil Sharpener Heavy Duty	n/a	n/a	36				
90	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Blue	43				

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	54				
92	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Red	32				
93	Box	12 per box	Stick Pens	Medium Pt.	Blue	63				
94	Box	12 per box	Stick Pens	Medium Pt.	Black	65				
95	Box	12 per box	Stick Pens	Medium Pt.	Red	42				
96	Bottle	Single	White Out	.7fl oz./ 22ml	White	102				
97	Pkg	2/Pkg	White Out Tape	1/8" x 400"	White	7				
98	Dispenser	Single	BIC Wite-Out Correction Tape Single Line BIC Only-No Substitutions	1/8" x 322"	White	22				
99	Each	Single	Plastic Ruler cm and 1/16" together	12" / 30cm long	Any	55				
100	Each	Each	Yardstick/Meter Stick	1" wide x 36" long	Wood	7				
101	Each	Single	Fiskars 5" Scissors Blunt Ambidextrous	5"	n/a	20				
102	Each	Single	Fiskars 5" Scissors Sharp Ambidextrous	5"	n/a	62				
103	Each	Single	7" All Purpose Scissors	7"	n/a	53				
104	Each	Single	6" Student Scissors Ambidextrous	6"	n/a	55				

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	90				
106	Bottle	Single	Elmer's Glue All No Substitutions - Elmer's Only	7 5/8 oz	n/a	115				
107	Box	12 per Box	Elmer's Washable Purple School Glue Sticks No Substitutions - Elmer's Only	.21 oz each (approx)	Purple	104				
108	Box	12 per Box	Elmer's Washable Purple School Glue Sticks No Substitutions - Elmer's Only	.77 oz each (approx)	Purple	52				
109	Tube/bottle	8 oz.	Arleene's Tacky Glue	8 oz.	n/a	21				
110	Box	5000 per box	Standard Staples	standard	n/a	88				
111	Each	n/a	Stapler, Black Full Strip School Smart not accepted for bid	standard	Black	32				
112	Pkg	1lb	Rubber Bands - Latex Free #18	#18	n/a	6				
113	Pkg	1/4 lb	Elastic Bands Latex Free	Assorted	Assorted	7				
114	Box	100 per box	Brass Fasteners	1" long	Brass tone	15				
115	Box	100 per box	Regular Paper Clips	Regular (No.1)	n/a	199				
116	Box	100 per box	Jumbo Paper clips	Jumbo	n/a	186				
117	Box	12 per box	Small Binder Clips	3/4"	n/a	61				
118	Box	12 per box	Medium Binder Clips	1 1/4"	n/a	50				

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	19				
120	Roll	Single	Masking Tape	3/4" x 60 yds	n/a	167				
121	Roll	Single	Masking Tape	2" x 60 yds	n/a	58				
122	Box of Rolls	12 box	Scotch Brand Tape No Substitutions-Scotch Brand Only	3/4" x 36 yd	n/a	31				
123	Roll	Single	Clear Package Sealing Tape	2" x 54.65 yd (approx.)	n/a	29				
124	Each	Single	Blue Low Tack Painter's Tape	3/4" x 60 yd	Blue	107				
125	Each	Single	Scotch Brand Blue Painter's Tape, Original Multi-Surface No Substitutions-Scotch Brand Only	1" x 60 yd	Blue	9				
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	2				
127	Each	Each	3 Ring View Binder	1" ring size 8.5"x11" sheet	White	224				
128	Each	Each	3 Ring View Binders	1.5" ring size 8.5"x11" sheet	White	216				
129	Each	Each	3 Ring View Binder	1" ring size 8.5"x11" sheet	Black	22				
130	Each	Each	3 Ring View Binders	1.5" ring size 8.5"x11" sheet	Black	2				
131	Each	Single	3 Hole Punch	Standard	n/a	6				
132	Box	100 per box	Plastic Protector Sheets	Standard	Clear	56				

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	61				
134	Pouch	100 per box	Laminating Pouches	9" x 11.5"	n/a	4				

Corporation, Firm or Company

Officer, Authorized Individual or Owner

Street

City

State

Email