

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

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|--------|---------|------------------------|--|--------------|-----------------|----------------|-------------|---------------|------------|-------|
| 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<br>Spiral Bound<br>41 week | 8 1/2" x 11" | White           | 86             |             |               |            |       |
| 16     | Pkg     | 100 strips/pkg         | Rainbow sentence strips<br>1 1/2" ruled 3/4" midline | 3" x 24"     | Rainbow         | 46             |             |               |            |       |
| 17     | Pkg     | 100 sheets             | Oak Tag<br>125#                                      | 9" x 12"     | n/a             | 52             |             |               |            |       |
| 18     | Pkg     | 100 sheets             | Oak Tag<br>125#                                      | 12" x 18"    | n/a             | 27             |             |               |            |       |
| 19     | Ream    | 500 sheets<br>per ream | Copier Paper   | 8 1/2" x 14" | White           | 2              |             |               |            |       |
| 20     | Ream    | 500 sheets<br>per ream | Copier Paper   | 11" x 17"    | White           | 3              |             |               |            |       |
| 21     | Ream    | 500 sheets<br>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  |              |                 |                |             |               |            |       |

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|-------------|-------|-----------|-------------------------------|-------------|-------------|----------------|-------------|---------------|------------|-------|
| 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              |             |               |            |       |

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|--------|------|------------------------------------|--|-----------------------------|--------------|----------------|-------------|---------------|------------|-------|
| 25     | Pkg  | 50 sheets                          | Scratch Art Paper<br>Black Surface                         | 8 1/2 x 11                  | Multicolored | 4              |             |               |            |       |
| 26     | Pkg  | 100 per pkg                        | Index Cards<br>Ruled                                       | 3" x 5"                     | White        | 225            |             |               |            |       |
| 27     | Pkg  | 100 per pkg                        | Index Cards<br>Unruled                                     | 3" x 5"                     | White        | 91             |             |               |            |       |
| 28     | Pkg  | 12 per pkg<br>(100 sheets<br>each) | Self Stick Notes<br>Any Brand                              | 3" x 3"                     | Assorted     | 116            |             |               |            |       |
| 29     | Pkg  | 12 per pkg<br>(100 sheets<br>each) | Self Stick Notes<br>Any Brand                              | 1 1/2" x 2"                 | Assorted     | 73             |             |               |            |       |
| 30     | Pkg  | 3000 labels<br>per pkg             | Avery Labels #5160<br><b>No Substitutions - Avery Only</b> | 1" x 2 5/8"                 | White        | 4              |             |               |            |       |
| 31     | Pkg  | 600 labels<br>per pkg              | Avery Labels #5164<br><b>No Substitutions - Avery Only</b> | 3 1/3" x 4"                 | White        | 0              |             |               |            |       |
| 32     | Pkg  | 100 labels<br>per pkg              | Avery Labels #6878<br><b>No Substitutions - Avery Only</b> | 3 3/4" x 4 3/4"             | White        | 4              |             |               |            |       |
| 33     | Box  | 500 per box                        | #6 3/4 Plain white envelopes                               | # 6 3/4<br>(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              |             |               |            |       |

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|--------|---------|------------------|---|----------------------|-----------|----------------|-------------|---------------|------------|-------|
| 39     | Box     | 100/box          | Kraft Envelopes w/metal clasp                                   | 12" x 15.5"          | Kraft     | 4              |             |               |            |       |
| 40     | Boxes   | 100 per box      | Manilla Folder Letter size<br>11 pt<br>1/3 cut                  | Letter               | Manilla   | 88             |             |               |            |       |
| 41     | Boxes   | 100 per box      | Manilla Folder Letter size<br>11 pt<br>1/5 cut                  | Letter               | Manilla   | 2              |             |               |            |       |
| 42     | Boxes   | 24 per box       | Colored File Folders 1/3 Cut<br>Red, Yellow, Blue, Green        | Letter<br>9.5"x11.5" | Assorted  | 15             |             |               |            |       |
| 43     | Box     | 100 per box      | 1/3 Tab Cut File Folders  | Letter<br>9.5"x11.5" | Red       | 5              |             |               |            |       |
|        |         |                  |   |                      | Blue      | 9              |             |               |            |       |
|        |         |                  |   |                      | Green     | 9              |             |               |            |       |
|        |         |                  |   |                      | Yellow    | 3              |             |               |            |       |
|        |         |                  |   |                      | Purple    | 3              |             |               |            |       |
| 44     | Boxes   | 25 per box       | Pendaflex Hanging Folders<br>1/5 tabs                           | Letter               | Green     | 1              |             |               |            |       |
| 45     | Pkg     | 1 lb.            | Modelling Clay<br>Oil Based - non hardening<br>(Plasticene)     | 1 lb                 | Assorted  | 15             |             |               |            |       |
| 46     | Bottle  | Quarts<br>(32oz) | Tempera Paint   | Quarts<br>(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<br>Half pan sets, plastic boxes<br><b>Any Brand</b> | 8 colors             | 8 colors  | 26             |             |               |            |       |
| 48     | Set     | Single           | Watercolors<br>Half pan sets, plastic boxes<br><b>Any Brand</b> | 16 colors            | 16 colors | 36             |             |               |            |       |

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|--------|-------|--------------------|--|----------------------|----------------|----------------|-------------|---------------|------------|-------|
| 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<br><b>No Substitutions - Crayola Only</b>  | Standard             | 8 colors       | 581            |             |               |            |       |
| 55     | Box   | 64 per box         | Crayola Crayons wax<br><b>No Substitutions - Crayola Only</b>  | Standard             | 64 colors      | 85             |             |               |            |       |
| 56     | Box   | 8 per box          | Crayola Multicultural Crayons<br><b>No Substitutions - Crayola Only</b>                              | Standard             | 8 colors       | 174            |             |               |            |       |
| 57     | Sets  | 12 pencils         | Crayola Color Pencil Set<br>12 color set<br><b>No Substitutions - Crayola Only</b>                   | Long                 | 12 colors      | 102            |             |               |            |       |
| 58     | Box   | 240 pencils        | Crayola Color Pencil Classpack<br>240 pencils in 12 colors<br><b>No Substitutions - Crayola Only</b> | Standard             | 12 colors      | 40             |             |               |            |       |
| 59     | Pkg   | Set of 8           | Crayola Washable Markers<br>Cone Tip<br><b>No Substitutions - Crayola Only</b>                       | Standard<br>Cone Tip | Bold Colors    | 99             |             |               |            |       |
| 60     | Pkg   | Set of 8           | Crayola Washable Markers<br>Cone Tip<br><b>No Substitutions - Crayola Only</b>                       | Standard<br>Cone Tip | Classic Colors | 392            |             |               |            |       |
| 61     | Pkg   | Set of 8           | Crayola Washable Markers<br>Fine Tip<br><b>No Substitutions - Crayola Only</b>                       | Standard<br>Fine Tip | Classic Colors | 489            |             |               |            |       |
| 62     | Box   | 200 markers        | Crayola Washable Markers<br>Classpack - Classic - Fine tip<br><b>No Substitutions - Crayola Only</b> | Standard<br>Fine Tip | 10 Colors      | 10             |             |               |            |       |

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| 63     | Box          | 256 markers | Crayola Washable Markers<br>Classpack - Classic - Cone Tip<br><b>No Substitutions - Crayola Only</b> | Standard<br>Cone Tip | 16 Colors | 14             |             |               |            |       |
| 64     | Set          | Set of 4    | Dry Erase Whiteboard markers<br>Low odor / Non-Toxic   | Fine Tip             | Assorted  | 38             |             |               |            |       |
| 65     | Set          | Set of 4    | Dry Erase Whiteboard markers<br>Low odor / Non-Toxic   | Chisel Tip           | Assorted  | 107            |             |               |            |       |
| 66     | Box          | 12 per box  | Dry Erase Whiteboard markers<br>Low odor / Non-Toxic   | Chisel Tip           | Black     | 30             |             |               |            |       |
| 67     | Box          | 12/box      | EXPO Low Odor Chisel Tip<br>Dry Erase Whiteboard markers<br><b>NO SUBSTITUTIONS</b>                  | Standard             | Black     | 62             |             |               |            |       |
| 68     | Box          | 12/box      | EXPO Low Odor Chisel Tip<br>Dry Erase Whiteboard markers<br><b>NO SUBSTITUTIONS</b>                  | Standard             | Blue      | 27             |             |               |            |       |
| 69     | Box          | 12/box      | EXPO Low Odor Chisel Tip<br>Dry Erase Whiteboard markers<br><b>NO SUBSTITUTIONS</b>                  | Standard             | Red       | 23             |             |               |            |       |
| 70     | Box          | 12/box      | EXPO Low Odor Chisel Tip<br>Dry Erase Whiteboard markers<br><b>NO SUBSTITUTIONS</b>                  | Standard             | Green     | 17             |             |               |            |       |
| 71     | PKG          | 4/Pkg       | EXPO Low Odor Chisel Tip<br>Dry Erase Whiteboard markers<br><b>NO SUBSTITUTIONS</b>                  | 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<br>Low odor / Non-Toxic  | Fine Point           | 4 colors  | 5              |             |               |            |       |
| 76     | Pkg          | 5 per pkg   | Sharpie Permanent Marker<br><b>No Substitutions - Sharpie Only</b>                                   | Extra Fine<br>Point  | Black     | 66             |             |               |            |       |

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| 77     | Box  | 12 per box  | Sharpie Permanent Marker<br><b>No Substitutions - Sharpie Only</b> | Fine Point   | Black    | 114            |             |               |            |       |
| 78     | Set  | Set of 4    | Sharpie Permanent Marker<br><b>No Substitutions - Sharpie Only</b> | Fine Point   | 4 Colors | 34             |             |               |            |       |
| 79     | Set  | Set of 8    | Sharpie Permanent Marker<br><b>No Substitutions - Sharpie Only</b> | 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<br>w/ eraser                           | 13/32" diam. | n/a      | 17             |             |               |            |       |
| 83     | Box  | 36 per box  | Ticonderoga Laddie Tri-Write<br>Pencil w/ eraser                   | Regular      | n/a      | 20             |             |               |            |       |
| 84     | Box  | Dozen       | #2 Pencil<br>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<br>Caps (arrowhead shape)                |              | Pink     | 39             |             |               |            |       |
| 87     | Box  | 36 per box  | Pink Pearl Erasers   | Standard     | Pink     | 37             |             |               |            |       |
| 88     | Each | Single      | Boston Manual Pencil<br>Sharpener                                  | n/a          | n/a      | 15             |             |               |            |       |
| 89     | Each | Single      | Electric Pencil Sharpener<br>Heavy Duty                            | n/a          | n/a      | 40             |             |               |            |       |
| 90     | Box  | 12 per box  | Retractable Gel Roller Pen   | 0.7 mm       | Blue     | 31             |             |               |            |       |



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|--------|-----------|------------|---|-----------------------|-------|----------------|-------------|---------------|------------|-------|
| 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<br>Single Line<br><b>BIC Only-No Substitutions</b> | 1/8" x 322"           | White | 27             |             |               |            |       |
| 99     | Each      | Single     | Plastic Ruler<br>cm and 1/16" together  | 12" / 30cm long       | Any   | 133            |             |               |            |       |
| 100    | Each      | Each       | Yardstick/Meter Stick   | 1" wide x<br>36" long | Wood  | 13             |             |               |            |       |
| 101    | Each      | Single     | Fiskars 5" Scissors<br>Blunt<br>Ambidextrous                                    | 5"                    | n/a   | 141            |             |               |            |       |
| 102    | Each      | Single     | Fiskars 5" Scissors<br>Sharp<br>Ambidextrous                                    | 5"                    | n/a   | 142            |             |               |            |       |
| 103    | Each      | Single     | 7" All Purpose Scissors   | 7"                    | n/a   | 63             |             |               |            |       |
| 104    | Each      | Single     | 6" Student Scissors<br>Ambidextrous   | 6"                    | n/a   | 30             |             |               |            |       |

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|--------|-------------|--------------|---|-------------------------|------------|----------------|-------------|---------------|------------|-------|
| 105    | Bottle      | Single       | Elmer's Glue All<br><b>No Substitutions - Elmer's Only</b>                              | 4 oz<br>(approx)        | n/a        | 109            |             |               |            |       |
| 106    | Bottle      | Single       | Elmer's Glue All<br><b>No Substitutions - Elmer's Only</b>                              | 7 5/8 oz                | n/a        | 70             |             |               |            |       |
| 107    | Box         | 12 per Box   | Elmer's Washable Purple<br>School Glue Sticks<br><b>No Substitutions - Elmer's Only</b> | .21 oz each<br>(approx) | Purple     | 171            |             |               |            |       |
| 108    | Box         | 12 per Box   | Elmer's Washable Purple<br>School Glue Sticks<br><b>No Substitutions - Elmer's Only</b> | .77 oz each<br>(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<br>#18  | #18                     | n/a        | 1              |             |               |            |       |
| 113    | Pkg         | 1/4 lb       | Elastic Bands<br>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<br><b>No Substitutions-Scotch Brand Only</b>   | 3/4" x 36 yd                     | n/a   | 62             |             |               |            |       |
| 123    | Roll         | Single      | Clear Package Sealing Tape   | 2" x 54.65 yd<br>(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<br>Tape, Original Multi-Surface<br><b>No Substitutions-Scotch Brand Only</b> | 1" x 60 yd                       | Blue  | 25             |             |               |            |       |
| 126    | Each         | Each        | Avery Heavy-Duty 3 Ring<br>View Binder with EZ-Turn Rings<br><b>No Substitutions-Avery Brand</b>         | 1" ring size<br>8.5"x11" sheet   | White | 3              |             |               |            |       |
| 127    | Each         | Each        | 3 Ring View Binder   | 1" ring size<br>8.5"x11" sheet   | White | 118            |             |               |            |       |
| 128    | Each         | Each        | 3 Ring View Binders  | 1.5" ring size<br>8.5"x11" sheet | White | 208            |             |               |            |       |
| 129    | Each         | Each        | 3 Ring View Binder   | 1" ring size<br>8.5"x11" sheet   | Black | 72             |             |               |            |       |
| 130    | Each         | Each        | 3 Ring View Binders  | 1.5" ring size<br>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<br>1.5 mil thick | 25" x 500' | n/a   | 56             |             |               |            |       |
| 134    | Pouch | 100 per box | Laminating Pouches                       | 9" x 11.5" | n/a   | 2              |             |               |            |       |

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Corporation, Firm or Company

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Officer, Authorized Individual or Owner

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Street

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City State

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