



**POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**  
**LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW**

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Administration Offices  
3115 Poleline Road  
Pocatello, Idaho

**INVITATION TO BID**

**2022 INSTRUCTIONAL SUPPLIES**

**BIDS WITH CONDITIONS WILL NOT BE ACCEPTED**

**BID OPENING**

**April 29, 2022**  
**2:00 PM**



**POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**  
**LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW**

SCHOOL DISTRICT NO. 25  
INVITATION TO BID  
2022 INSTRUCTIONAL SUPPLIES

Sealed bids will be received by the School District 25 Business Office, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201 until 2:00 PM on April 29, 2022 related to Instructional Supplies.

Specifications and additional details, (including bid forms), may be secured at 3115 Pole Line Road, Pocatello, Idaho, 83201 and on the District website at: <https://www.sd25.us/Content/bo-bidding>

All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read.

Each bid shall be accompanied by a certified check, cashier's check, or a bidder's bond, (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent, (5%) of the total bid, made payable to School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted. Compliance with Idaho Public Works Law is required.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk  
School District No. 25

To be published on the dates of:

March 27, 2022  
April 3, 2022

IDAHO STATE JOURNAL



**GENERAL CONDITIONS**

**CONDITIONS OF CONTRACT:**

Notices, conditions and specifications issued incident to the proposal to purchase Instructional Supplies, described herein, together with the purchase policies of School District No. 25, on file for examination in the Office of the Director of Business Operations, shall form a part of the contract conditions.

**NATURE OF CONTRACT:**

Specifications are technical for purposes of establishing high standards of line item material purchasing. Bidders shall specify the manufacturer's brand names where specified in their proposals. All items bid or under contract stipulate there is no guarantee, promise or commitment to any quantity estimated or service to be rendered other than materials, supplies, equipment or labor authorized by direct orders.

Contracts for purchase will be put into effect by means of a purchase order executed by the Director of Business Operations after tabulations are compiled and approval is made by the Board of Trustees.

**QUALITY OF MATERIALS AND PRICING:**

**IT IS SPECIFICALLY UNDERSTOOD THAT PRODUCTS OFFERED AT THE TIME OF BIDDING SHALL BE EQUAL TO THOSE SPECIFIED.**

If an alternate item is bid, it shall be clearly stated on the bid response that it is an alternate item and a sample is required in order to maintain our high standards of material purchasing. Substitutions or major alterations must be indicated upon the proposal sheet and a sample of item provided at the time of bid submission.

Samples must be submitted at bid opening when any substitution of specified brand name or number is made on bid, or the bid will not be considered. If alternate or substitution is bid, specifications of the alternate or substitution must be included.

**CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.**

It is specifically understood that all pricing will be priced to the unit of measurement specified herein or the bid may not be considered.

**DISTRICT REPRESENTATIVE**

Refer all questions to Mr. Mooney Spillett, Warehouse Foreman, at (208) 235-3218. Contact with other district staff, Board of Trustees, or Administration, will be by written permission only.

**RESPONSIBILITY OF VENDOR:**

Each bid shall be accompanied by a certified check, cashier's check, or a bidder's bond, (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent, (5%) of the total bid, made payable to School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted.

Each bidder shall be responsible for the delivery of materials of such quality and in specified quantities. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

"BID – 2022 INSTRUCTIONAL SUPPLIES"  
TO BE OPENED ON APRIL 29, 2022 AT 2:00 PM"

Bids not delivered by vendor at time of bid opening, the bid must be received in the mail no later than 4:00 PM on April 28, 2022, the day before the bid opening. Late bids will not be accepted.

**OBJECTIONS:**

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

**DELIVERY:**

All items must be delivered by July 31, 2020 unless otherwise specified. Failure to adhere will be deemed sufficient reason to forfeit the five percent (5%) deposit.

Bids are to be made dock-to-dock shipping, F.O.B. Pocatello. All bids must include the cost of the transportation to the warehouse stockroom of School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

**PAYMENTS:**

All materials secured under term of contract may be billed for payment on or after July 1, 2022, following delivery. Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25<sup>th</sup> of the month, shall be paid by the 15<sup>th</sup> of the following month. Application for payment dated after the 25<sup>th</sup> of the month, shall be paid within 30 days.

Delivery may be accepted any time before July 1, 2022, however, payment for the 2022-2023 fiscal year cannot be made until after July 1, 2022 when those funds have been released.

## **EVALUATION CRITERIA**

Vendor selection on this project will be evaluated based on the following:

- 1) Price
- 2) Vendor reputation for providing bid items and quality materials. If School District No. 25 has not done business with your company within the past 5 years please reference 10 customers with whom you have worked with in the past 2 years.
- 3) Vendor who best meets the specified item as listed will be given priority in bidding a specific item. The Vendor must demonstrate to the district's satisfaction that the substituted item meets or exceeds expectations.
- 4) Multiple vendors may be awarded individual projects when it serves in the best interest of the District.

The contract will be awarded to the lowest responsive and responsible bidder or bid/offer most advantageous to the District with price and other factors considered.

**BIDDER CERTIFICATION FORM:** All bidders **must complete and submit** the Bidder Certification Form included with this bid request.

## **REMINDER**

1. NO PROPOSAL WILL BE ACCEPTED UNLESS ACCOMPANIED BY A CERTIFIED CHECK, CASHIER'S CHECK OR BIDDER'S BOND. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.
2. SPECIFICATIONS AND SAMPLES MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL NOT BE CONSIDERED.
3. ALL ITEMS MUST BE DELIVERED BY JULY 31, 2022. FAILURE TO ADHERE WILL BE SUFFICIENT REASON TO FORFEIT THE FIVE PERCENT (5%) DEPOSIT.
4. CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.
5. BID RESPONSE MUST BE LEGIBLE AND MUST BE PRICED TO OUR UNIT OF MEASUREMENT OR BID WILL BE CONSIDERED A NON-RESPONSIVE BID.



**POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**  
**LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW**

**BID SHEET**

**2022 INSTRUCTIONAL SUPPLIES**

Board of Trustees  
School District No. 25  
3115 Pole Line Road  
Pocatello, ID 83201

Date: \_\_\_\_\_

We, the undersigned, propose to provide pricing for various line items of manufacture in connection with Instructional Supplies under the supervision of the Director of Business Operations.

Delivery may be accepted any time before July 1, 2022, however, payment for the 2022-2023 fiscal year cannot be made until after July 1, 2022 when those funds have been released.

We further acknowledge Addendum(s) Received. No. \_\_, dated \_\_\_\_\_.

Contracts for purchase will be put into effect by means of a purchase order executed by the Director of Business Operations after tabulations are compiled and approval is made by the Board of Trustees.

The Board of Trustees reserves the right to reject any/or all bids or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Respectfully submitted,

- Attached is Bidder Certification Form.
- Line Item Pricing

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature / Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone / Fax Number

\_\_\_\_\_  
Email



BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension - In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency.
2. Anti-Collusion - In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee.
3. Anti-Lobbying - In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. National Sexual Offender Registry - In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: http://www.nsopr.gov/

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**SCHOOL DISTRICT No. 25**

**3115 Poleline Road  
Pocatello, ID 83201**

Bids are acceptable on this form only.

BID FORM - Instructional Supplies

**Instructions:** Type unit price and total price in the right-hand margin. Alternate bids must be listed in the space provided, with the manufacturer, catalog number and description included.

*Quotations are to be made F.O.B. Pocatello, ID. All bids must include the cost of the transportation to the warehouse of School District No. 25, 3115 Poleline Road, Pocatello, Idaho 83201. Bid responses must be legible and must be priced to our unit of measurement or bid will be a non-responsive bid.*

**Company name, address, phone and email address in this space:**

Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
AA0006	200	Sheet	RAILROAD / POSTER BOARD - GREEN 6-ply. 22" x 28" Pacon 5494	AA0006 <i>Alternate item</i> <i>Manufacturer</i> <i>Catalog #</i> <i>Description</i>	_____ _____ _____ _____	_____ _____ _____ _____
AA0007	100	Sheet	RAILROAD / POSTER BOARD - ORANGE 6-ply. 22" x 28" Pacon 5579	AA0007 <i>Alternate item</i> <i>Manufacturer</i> <i>Catalog #</i> <i>Description</i>	_____ _____ _____ _____	_____ _____ _____ _____
AA0008	100	Sheet	RAILROAD / POSTER BOARD - RED 6-ply. 22" x 28" Pacon 5476	AA0008 <i>Alternate item</i> <i>Manufacturer</i> <i>Catalog #</i> <i>Description</i>	_____ _____ _____ _____	_____ _____ _____ _____



AA0009	1,200	Sheet	RAILROAD / POSTER BOARD - WHITE 6-ply. 22" x 28" Pacon 5461	AA0009 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0010	200	Sheet	RAILROAD / POSTER BOARD - YELLOW 6-ply. 22" x 28" Pacon 5473	AA0010 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0011	30	Book	CHART PAPER. White newsprint. Approximately 24" x 28 1/2". Ruled 1 1/2" guide lined short way. 25 sheets per spiral bound book.	AA0011 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0042	150	Box/500	ENVELOPES - MANILA. Breached kraft stock. Open end, 6" x 9", 28#. 500 per box.	AA0042 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0044	5	Box/100	ENVELOPES - BROWN KRAFT CLASP. 12" x 15 1/2", 32#. 100 per box.	AA0042 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0050	1,050	Pkg/100	PLAIN STOCK INDEX CARDS. 3" x 5", Basis 90. White. TOPS Oxford #30 or equal	AA0050 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

AA0052	150	Pkg/100	PLAIN STOCK INDEX CARDS. 4" x 6", Basis 90. White. TOPS Oxford #40 or equal	AA0052 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0053	70	Pkg/100	RULED STOCK INDEX CARDS. 4" x 6", Basis 90. White. TOPS Oxford #41 or equal	AA0053 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0054	100	Pkg/100	PLAIN STOCK INDEX CARDS. 5" x 8", Basis 90. White. TOPS Oxford #50 or equal	AA0054 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0071	100	Ream	COMPOSITION PAPER - 8" x 10 1/2", Basis 16. White sulphite. 3/8" ruled short way. RED HEADLINE. Ink writing. 500 sheets per ream. Pacon Paper #2409 or equal	AA0071 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0072	5	Roll	PORTA RACK - BLACK. 36", Basis 50. 1000' rolls. Pacon Spectra Art Kraft #67301	AA0072 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0073	4	Roll	PORTA RACK - BLUE. 36", Basis 50. 1000' rolls. Pacon Spectra Art Kraft #67181	AA0073 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

AA0074	2	Roll	PORTA RACK - BROWN. 36", Basis 50. 1000' rolls. Pacon Spectra Art Kraft #67021	AA0074 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0075	4	Roll	PORTA RACK - GREEN. 36", Basis 50. 1000' rolls. Pacon Secptra Art Kraft #67141	AA0075 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0078	15	Roll	PORTA RACK - RED. 36", Basis 50. 1000' rolls. Pacon Spectra Art Kraft #67041	AA0078 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0079	40	Roll	PORTA RACK - WHITE. 36", <b>Sulphite White</b> . Basis 50. 1000' rolls. Pacon Spectra Art Kraft #67001	AA0079 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0080	4	Roll	PORTA RACK - YELLOW. 36", Basis 50. 1000' rolls. Pacon Spectra Art Kraft #67081	AA0080 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0085	50	Ream	PENCIL OR CRAYON SQUARED PAPER. 9" x 12". 1/4". 500 sheets per ream. White only	AA0085 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

AA0086	20	Ream	PENCIL OR CRAYON SQUARED PAPER. 9" x 12". 1/2", white only. 500 sheets per ream.	AA0086 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0087	20	Ream	PENCIL OR CRAYON SQUARED PAPER. 9" x 12". 1", white only. 500 sheets per ream.	AA0087 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0088	700	Sheet	TAG BOARD - PLAIN. 24" x 36", Basis 100. Manila.	AA0088 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0109	20	Roll	WRAPPING PAPER - WHITE. 24" width. Basis 50. 1,000 feet per roll. Must be in cardboard box. Pacon 5924 or equal	AA0109 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0110	136	Ream	INDEX CARD STOCK, BLUE 8 1/2" x 11". Basis 90. 500 sheets per ream. Neenah or Wausau only	AP0110 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0111	56	Ream	INDEX CARD STOCK, BUFF 8 1/2" x 11". Basis 90. 500 sheets per ream. Neenah or Wausau Only	AP0111 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

AP0113	16	Ream	INDEX CARD STOCK, PINK 8 1/2" x 11". Basis 90. 500 sheets per ream. Neenah or Wausau Only	AP0113 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0114	112	Ream	INDEX CARD STOCK, SALMON 8 1/2" x 11". Basis 90. 500 sheets per ream. Neenah or Wausau Only	AP0114 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0115	80	Ream	INDEX CARD STOCK, YELLOW 8 1/2" x 11". Basis 90. 500 sheets per ream. Neenah or Wausau Only	AP0115 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0116	896	Ream	INDEX CARD STOCK, WHITE 8 1/2" x 11". Basis 90. 500 sheets per ream. Neenah or Wausau Only	AP0116 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0117	130	Package	PICTURE STORY PAPER - 18" x 12". Blank Space at top (6") with lines on bottom. 5/8" ruling, red baseline, broken midline. 250 sheets per package. ARN #1854, American Brand Paper, Pacon ZP2694 or equal	AA0117 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AA0122	100	Each	PAPER, notebook, Spiral wire-bound, 1- subject, college-ruled, 20 lb., perforated pages, white paper, 3-hole punched, 8" x 10 1/2" size, 70 page minimum, cover color variation	AA0122 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

AA117W	100	Ream	CARBONLESS PAPER. 2-part straight. 8 1/2" x 11" NCR or equal. <b>Sample required.</b>	AA117W <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AB0040	10	Ream	DRAWING PAPER, white sulphite. 12" x 18", Basis 60. 500 sheets per ream.	AB0040 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0012	100	Ream	CONSTRUCTION PAPER - BLACK. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103061	AP0012 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0014	400	Ream	CONSTRUCTION PAPER - LIGHT BLUE. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103048	AP0014 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0015	400	Ream	CONSTRUCTION PAPER - BLUE-GREEN. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103039	AP0015 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0016	225	Ream	CONSTRUCTION PAPER - BROWN. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103629	AP0016 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

AP0023	300	Ream	CONSTRUCTION PAPER, ORANGE. 12" x 18", Basis 76, Riverside. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103034	AP0023 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0025	600	Ream	CONSTRUCTION PAPER, RED. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103432	AP0025 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0026	150	Ream	CONSTRUCTION PAPER, VIOLET. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103041	AP0026 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
AP0028	300	Ream	CONSTRUCTION PAPER, YELLOW. 12" x 18", Basis 76. 500 sheets per ream. Packages of 50 sheets accepted. Pacon Tru-Ray P103036	AP0028 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BB0007	300	Ream	BLUE MULTIPURPOSE PAPER. 8 1/2" x 11". Basis 20. For use in high speed copiers, computer printers, and offset duplicators. 500 sheets per ream. <b>Sample Required.</b>	BB0007 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BB0009	360	Ream	CANARY MULTIPURPOSE PAPER. 8 1/2" x 11". Basis 20. For use in high speed copiers, computer printers, and offset duplicators. 500 sheets per ream. <b>Sample Required.</b>	BB0009 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

BB0010	450	Ream	GREEN MULTIPURPOSE PAPER. 8 1/2" x 11". Basis 20. For use in high speed copiers, computer printers, and offset duplicators. 500 sheets per ream. <b>Sample Required.</b>	BB0010 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BB0011	400	Ream	PINK MULTIPURPOSE PAPER. 8 1/2" x 11". Basis 20. For use in high speed copiers, computer printers, and offset duplicators. 500 sheets per ream. <b>Sample Required.</b>	BB0011 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BB0012	8,400	Ream	WHITE MULTIPURPOSE BOND PAPER. 8 1/2" x 11", Letter Size, Basis 20. For use in high speed copiers, laser printers, and offset duplicators. Minimum brightness 92. 500 sheets per ream. <b>Sample Required.</b>	BB0012 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BB0013	180	Ream	WHITE MULTIPURPOSE BOND PAPER. 8 1/2" x 14", Legal Size, Basis 20. For use in high speed copiers, laser printers, and offset duplicators. Minimum brightness 92. 500 sheets per ream. <b>Sample Required.</b>	BB0013 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BC0007	80	Ream	BLUE BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. Neenah Astrobright Lunar Blue or equal. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. <b>Sample Required</b>	BC0007 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
BC0008	120	Ream	YELLOW BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. Neenah Astrobright Solar Yellow. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. <b>Sample Required</b>	BC0007 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____



BC0010	210	Ream	GREEN BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. Neenah Astrobright Terra Green or equal. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. <b>Sample Required</b>	BC0010 Alternate item Manufacturer _____ Catalog # _____ Description _____
BC0011	120	Ream	PINK BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. Neenah Astrobright Pulsar Pink. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. <b>Sample Required</b>	BC0011 Alternate item Manufacturer _____ Catalog # _____ Description _____
BC0012	120	Ream	ORANGE BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. Neenah Astrobright Cosmic Orange. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. <b>Sample Required</b>	BC0012 Alternate item Manufacturer _____ Catalog # _____ Description _____
BC0013	40	Ream	WHITE MULTIPURPOSE BOND PAPER. 11" x 17". Basis 20. For use in copiers and offset duplicators. 5 reams per carton. Minimum brightness 92. 500 sheets per ream. <b>Sample Required.</b>	BC0013 Alternate item Manufacturer _____ Catalog # _____ Description _____
BC0014	50	Ream	RED BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. Neenah Astrobright Re-Entry Red or equal. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. <b>Sample Required</b>	BC0014 Alternate item Manufacturer _____ Catalog # _____ Description _____

CC0048	220	Ream	INKJET PRINTER PAPER for black/white and color printers. 8 1/2" x 11", 24#. Minimum brightness 94. 500 sheets per ream.	CC0048 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
CC0056	300	Each	COMPRESSED AIR CANS; 6 ounce can	CC0056 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
CD0002	200	Roll	LAMINATING FILM. 25" x 500'. 1" core. Minimum 1.5 mil. <b>Sample Required</b>	CD0002 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0012	200	Box	CRAYONS - JUMBO. Molded, large, paper wrapped. 4 1/2" x 7/16". 8 colors per box. Binney & Smith.	DD0012 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0013	100	Sets	MARKER, LIQUID WATER BASE Non-toxic. Set of 8 colors. Binney & Smith No. 7808.	DD0013 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0025	40	Gallon	ELMER'S GLUE. One-gallon plastic containers. Borden's product for wood and paper gluing. Elmers E340NR or equal	DD0025 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0027	180	Each	ERASERS, <b>PINK PEARL ONLY</b> . 1/2" x 2". Eberhard Faber #300 <b>Sample Required</b> .	DD0027 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0028	100	Box	FASTENERS, PAPER. No. 2, 1/2 inch, round head, strong brass shank. ACCO Brand. <b>Sample Required</b> .	DD0028 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0029	50	Box	FASTENERS, PAPER. No. 3, 3/4 inch, round head, strong brass shank. ACCO Brand. <b>Sample Required</b> .	DD0029 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0030	30	Box	FASTENERS, PAPER. No. 4, 1 inch, round head, strong brass shank. ACCO Brand. <b>Sample Required</b> .	DD0030 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0032	380	Box/100	FILE FOLDERS. 9" x 12 1/2". Third cut. Letter size. Manila. Oxford brand or equal.	DD0032 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0033	15	Box/100	FILE FOLDERS. 9 1/2" x 14 3/4". Third Cut. Legal size. Manila. Oxford brand or equal. Box of 100	DD0033 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0034	3,500	Each	FILE FOLDERS. Student Record Cumulative records.	DD0034 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0036	70	Each	FLAGS, AMERICAN. 16" x 24". Classroom size. Rayon on black staff.	DD0036 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0037	15	Each	FLAGS, AMERICAN. 4' x 6'. Heavy-duty. 2 ply warp and filling. All weather Polyester Tough Tex or Equal	DD0037 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0040	50	Box/100	SHIPPING LABELS. 8.5" x 11" white, laser labels, 10 labels per sheet. Avery 48863 or equal.	DD0040 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0060	1,980	Roll	MASKING TAPE - 1". 60 yards per roll. 36 rolls per case. Shurtape CP105C, 3M 3710L or equal. <b>Sample Required.</b>	DD0060 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0061	360	Roll	MASKING TAPE - 1 1/2". 60 yards per roll. 36 rolls per case. Shurtape CP105D, 3M or equal <b>Sample Required.</b>	DD0061 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0062	55	Each	METER STICKS. Made of wood and varnished. Wescott 10432 or equal	DD0062 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0063	50	1 lb Box	MODELING CLAY. Non-hardening. Non-toxic. 1-lb per pack. 4 colors per package. Prang 00740 or equal	DD0063 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0069	600	Box/100	PAPER CLIPS, 1 1/4". Gem No. 1. Non-skid. <b>Sample Required</b>	DD0069 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0070	700	Box/100	PAPER CLIPS, JUMBO. 2", Non-skid. <b>Sample Required</b>	DD0070 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0074	2,000	Dozen	PENCILS, RUBBER TIPPED. No. 2. Medium soft lead. Dixon 14402 Ticonderoga. <b>Sample required.</b>	DD0074 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0080	150	Each	PENCIL SHARPENERS. Boston 1031.	DD0080 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0082	40	Box/25	OXFORD PENDAFLEX HANGING FOLDERS. WITH TABS-1/5 CUT. <b>Legal size.</b>	DD0082 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0083	20	Each	FRAME FOR PENDAFLEX. <b>Legal size.</b>	DD0083 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0084	75	Box/25	OXFORD PENDAFLEX HANGING FOLDERS WITH 1/5 CUT. <b>Letter size.</b>	DD0084 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0119	40	Each	RECEIPT BOOKS. Single, duplicating. Rediform No. 8L802. 3-part. 100 sets per book. Numbered.	DD0119 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0126	80	Boxes of 1/4 lb.	RUBBER BANDS. Assorted sizes. 1/16" thick. Alliance or equal. <b>Sample Required</b>	DD0126 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0128	30	Pints	RUBBER CEMENT, Sanford or equal.	DD0128 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0134	1,500	Each	SCISSORS - 5" pointed tip stainless steel sheers. Fiskars or equal. <b>Sample Required.</b>	DD0134 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0136	400	Each	SCISSORS - 8" straight, stainless steel sheers with molded plastic handles. Fiskars or equal. <b>Sample Required.</b>	DD0136 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0137	1,440	Each	SCOTCH INVISIBLE TAPE. 1/2" X 1,296". 3M No. 6200.	DD0137 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0138	1,440	Each	SCOTCH TRANSPARENT TAPE. 1/2" X 1,296". 3M No. 5910.	DD0138 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0139	200	Each	SCOTCH TAPE DISPENSERS. Desk type. 1" core by 1,296". Décor No. C-15 or equal.	DD0139 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0140	50	Each	SCOTCH TAPE DISPENSER CORES. 1" for Décor No. C-15.	DD0140 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0144	300	Each	STAPLER. 20-sheet stapling capacity, black, Swingline No. 767 or equal. <b>Sample Required</b>	DD0144 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0145	50	Each	STAPLE REMOVER. Pen stapler remover, magnetic. Sparco SPR 41883 or equal. <b>Sample Required</b>	DD0145 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0146	500	Box	STAPLES, STANDARD. Swingline, Bostitch, or equal. <b>Sample Required.</b>	DD0146 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0154	75	Each	THUMB TACKS. Nickered Steel. #3, 7/16". Solid head. Tru-Bilt.	DD0154 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0155	25	Cone	TWINE. 4-ply cotton. Calcot or equal.	DD0155 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0156	20	Cone	TWINE. 24-ply cotton. Calcot or equal.	DD0156 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____



DD0170	12	Each	YARD STICKS. Maple. Varnished or smooth coated. Westcott ACM10420 or equal.	DD0170 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0171	30	Box/100	LOOSE-LEAF RINGS. Nickel plated steel with hinge. 1". Charles Leonard R-29 or equal. <b>Sample required.</b>	DD0171 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0175	1,200	Set	COLORED PENCILS. 12 Colors per set. Binney & Smith 4012E or equal. <b>Sample required.</b>	DD0175 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0176	50	Each	PAPER PUNCH - One hole. See through receptacle for clippings. 1/4" hold. Length 5", throat reach 1".	DD0176 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0180	150	Set	MARKERS, DRY ERASE. Set of 4 colors, Expo2 80074. Low Order. Non Toxic. Chisel tip. <b>Sample Required.</b>	DD0180 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0184	400	Each	ERASER - Nylon eraser. Soap and water cleanup. SAN 81505 or equivalent. <b>Sample Required.</b>	DD0184 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DD0185	96	Each	CLEANER - 8 oz. Spray bottle. For use on porcelain enamel, melamine, electric whiteboard surfaces and dry-erase surfaces. <b>Sample Required.</b>	DD0185 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0304	34	Box/12	RETRACTABLE GEL PEN, BLACK gel ink. Water resistant smear proof with Rubber Cushion grip, Medium point. 1.0 mm, Pilot G-2 or equal. 12/Box	DD0304 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD182W	50	Each	BINDER - BLACK 3 RING. 3" round locking rings. Concealed rivet construction. 2 pockets on inside covers. Samsill 11800 or equal.	DD182W <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD186W	1,000	Each	TAPE, PACKING BOX SEALING. 2" x 110 yds. 2.0 mil. Clear Transparent. 3M 3690LL or equal <b>Sample Required</b>	DD186W <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DE0040	150	Box	ADDRESS LABELS - 8.5" x 11" white, laser labels. 3000 labels per box, 30 labels per sheet. Feed from any paper tray. Avery 5160 or equal.	DE0040 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DE180W	3,000	Each	BINDER - WHITE, VIEW FRONT. 1" round locking rings. Clear overlay on the front, back and spine, concealed rivet construction. 2 extra deep pockets on inside covers. Samsill 18537C or equal <b>Sample Required</b>	DE180W <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DE181W	200	Each	BINDER - WHITE, VIEW FRONT . 2" round locking rings. Clear overlay on the front, back and spine, concealed rivet construction. 2 extra deep pockets on inside covers. Sheet lifters included. <b>Sample Required</b>	DE181W <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0057	300	Box/100	SHEET PROTECTORS - Clear, standard weight sheet protectors. Top load, acid-free. Reinforced binding edge, 3-hole punched, 8.5" x 11". 100 per box.	DM0057 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0088	250	Box/12	MARKER, PERMANENT, BLACK. AVERY MARKS-A-LOT. BROADTIP 08888 only. 12/Box <b>Sample Required.</b>	DM0088 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0089	110	Box/12	MARKER, PERMANENT, RED. AVERY MARKS-A-LOT. BROADTIP 08887 only. 12/Box <b>Sample Required.</b>	DM0089 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0090	200	Box/12	MARKER, PERMANENT. BLACK Ultra-fine point. Sanford Sharpie 37001 12/Box <b>Sample Required</b>	DM0090 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0091	50	Box/12	MARKER. PERMANENT. RED. Ultra-fine point. Sanford Sharpie 37002 12/Box <b>Sample Required</b>	DM0091 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DM0177	240	Box/12	MARKERS, DRY ERASE. Black. EXPO 80001 Low Odor, Chisel Tip.	DM0177 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0179	312	Box/12	HIGHLIGHTER - YELLOW, Fluorescent. Chisel tip. Water based ink. Compatible with photocopies and computer paper. Sharpie, BIC Brite Liner or equivalent. <b>Sample Required.</b>	DM0179 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0186	500	Box/12	HIGHLIGHTER - BLUE. Chisel tip. Water based ink. Compatible with photocopies and computer paper. Sharpie, BIC Brite Liner or equivalent. <b>Sample Required.</b>	DM0186 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0187	200	Box/12	HIGHLIGHTER - PINK. Chisel tip. Water based ink. Compatible with photocopies and computer paper. Sharpie, BIC Brite Liner or equivalent. <b>Sample Required.</b>	DM0187 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0188	100	Box/12	HIGHLIGHTER - GREEN. Chisel tip. Water based ink. Compatible with photocopies and computer paper. Sharpie, BIC Brite Liner or equivalent. <b>Sample Required.</b>	DM0188 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0189	50	Box/12	MARKER -RED. Permanent, waterproof ink. Fine point. Sharpie 30002 brand or equal 12/Box. <b>Sample Required.</b>	DM0189 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DM0190	300	Box/12	MARKER -BLACK Permanent, waterproof ink. Fine point. Sharpie 30001 brand or equal 12/Box <b>Sample Required.</b>	DM0190 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0199	400	Box/12	MARKER DRY ERASE - BLACK Expo2 #86001 Low Odor Fine Point 12/Box	DM0199 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0200	30	Box/12	MARKER DRY ERASE - BLUE Expo2 #86003 12/Box Low Odor Fine Point	DM0200 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0202	30	Box/12	MARKER DRY ERASE - Red Expo2 #86002 Low Odor 12/Box Fine Point	DM0202 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DD0203	200	Box/12	BINDER CLIPS. Contoured tempered steel body Nickel plated wire handles. Must bind files or paper Size #5 1 1/4" x 5/8" Acco or equal <b>Sample Required</b>	DM0203 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0300	400	Box/12	PENS, BLACK BALLPOINT. Stick pen with cap. Medium point. Bic Round Stic Only. 12/box <b>Sample Required</b>	DM0300 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DM0301	340	Box/12	PENS, BLACK BALLPOINT. Stick pen with cap. Fine point. Bic Round Stic 12/box <b>Sample Required</b>	DM0301 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0302	100	Box/12	PENS, RED BALLPOINT. Stick pen with cap. Medium point. Bic Round Stic Only. 12/box <b>Sample Required.</b>	DM0302 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0303	40	Box/12	PENS, RED BALLPOINT. Stick pen with cap. Fine point. Bic Round Stic or equal. 12/BOX <b>Sample Required</b>	DM0303 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0304	100	Box/12	RETRACTABLE GEL PEN, BLACK gel ink. Water resistant smear proof with Rubber Cushion grip Medium point 1.0 mm, Pilot G-2 or equal. Box/12	DM0304 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0305	100	Box/12	RETRACTABLE GEL PEN, BLACK gel ink. Water resistant smear proof with Rubber Cushion grip Fine point .05 mm Pilot G-2 31020 or equal.	DM0305 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
DM0405	250	Pkg/12	3M POST-IT NOTES, Pop-up, 3" X 3" Yellow ONLY <b>Sample Required</b>	DM0405 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____

DM0500	300	Box/12	Glue Sticks. Minimum .26 oz. Clear, permanent. Avery 0166	DM0500 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
HE0001	700	Box/100	BAND-AIDS. 1" x 3". Box of 100. <b>Sample Required.</b>	HE0001 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
HE0017	250	Box/100	GLOVES, Small. Synthetic polymer nitrile non-latex, non-powdered, ambidextrous, non-sterile. Neutral Color Only. Medicinal Grade. Kimberly-Clark safe skin exam gloves Kim 55081 or equivalent. <b>Sample Required</b>	HE0017 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
HE0018	500	Box/100	GLOVES, Medium. Synthetic polymer nitrile non-latex, non-powdered, ambidextrous, non-sterile. Neutral Color Only. Medicinal Grade. Kimberly-Clark safe skin exam gloves Kim 55082 or equivalent. <b>Sample Required</b>	HE0018 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____
HE0019	800	Box/100	GLOVES, Large. Synthetic polymer nitrile non-latex, non-powdered, ambidextrous, non-sterile. Neutral Color Only. Medicinal Grade. Kimberly-Clark safe skin exam gloves Kim 55083 or equivalent. <b>Sample Required</b>	HE0019 <i>Alternate item</i> _____ <i>Manufacturer</i> _____ <i>Catalog #</i> _____ <i>Description</i> _____