POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25 Bannock County, Idaho

Administration Offices 3115 Pole Line Road Pocatello, Idaho

SPECIFICATIONS

2019 INSTRUCTIONAL SUPPLIES

BIDS WITH CONDITIONS WILL NOT BE ACCEPTED

BID OPENING

April 24, 2019 2:00 PM

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25 Bannock County, Idaho

INVITATION TO BID

2019 INSTRUCTIONAL SUPPLIES

Sealed bids will be received and opened by a Representative of the Board of Trustees of School District No. 25, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201 until 2:00 PM on April 24, 2019 for Instructional Supplies.

Specifications or additional details, (including bid forms), may be secured at 3115 Pole Line Road, Pocatello, Idaho, 83201. 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. <u>Personal or company checks will not be accepted</u>.

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.

Renae Johnson, Clerk School District No. 25

To be published on the dates of:

March 12, 2019 March 19, 2019

IDAHO STATE JOURNAL

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25 Bannock County, Idaho

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 indicate 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.

Substitutions or major alterations must be indicated upon the proposal sheet and a sample of item provided at the time of bid submission.

All samples supplied must have the item(s) clearly labeled with bid item number and company name.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

All pricing will be priced to the unit of measurement specified herein or the bid will 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 contractor shall be responsible for the delivery of materials of such quality and in specified quantities. <u>THE FAILURE TO ADHERE TO ACCEPTED PROPOSAL WILL BE DEEMED SUFFICIENT REASON FOR FORFEITING THE FIVE PERCENT (5%) DEPOSIT OR BIDDER'S BOND</u>. The bidder shall submit his bid on the proposal form furnished and shall plainly mark on the envelope:

"BID – 2019 INSTRUCTIONAL SUPPLIES" TO BE OPENED ON April 24, 2019, AT 2:00 PM"

Bids not delivered by vendor at time of bid opening must be received in mail no later than 4:00 PM on April 23, 2019, the day before the bid opening. <u>Late bids will not be accepted.</u>

Bids are to be made 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.

EVALUTATION 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.

DELIVERY:

All items <u>must</u> be delivered by August 5, 2019 unless otherwise specified. Failure to adhere will be deemed sufficient reason to forfeit the five percent (5%) deposit.

PAYMENTS:

Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25th of the month, shall be paid by the 15th of the following month. Application for payment dated after the 25th of the month, shall be paid within 30 days.

Delivery may be accepted any time before July 1, 2019, however, payment for the 2019-2020 fiscal year cannot be made until after July 3, 2019 when those funds have been released.

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

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).

REMINDER

- 1. NO PROPOSAL WILL BE ACCEPTED UNLESS ACCOMPANIED BY A CERTIFIED CHECK, CASHIER'S CHECK OR BIDDER'S BOND. <u>PERSONAL OR COMPANY</u> CHECKS WILL NOT BE ACCEPTED.
- 2. SPECIFICATIONS AND SAMPLES <u>MUST</u> 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 AUGUST 5, 2019. 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.

BID SHEET

2019 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 Instructional Supplies under the supervision of the	r various line items of manufacture in connection with Director of Business Operations.
Delivery can begin July 1, 2019.	
The Board of Trustees reserves the right to reject as or bids deemed best for School District No. 25, Bar	ny/or all bids or to waive any informalities, or to accept the bid nnock 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



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

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. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
- 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. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
- 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:	Phone:
Company:	
Address:	
City/State:	

SCHOOL DISTRICT No. 25 Bids are acceptable on this form only. 3115 Poleline Road Pocatello, ID 83201 BID FORM - Section "AA/AB" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Unit Price Commodity Description** Otv Unit Item Number **Total Price** Number AA0001 100 Roll ADDING MACHINE TAPE, 2 1/4". 150 feet per roll. White sulfite paper. Alternate item Manufacturer Catalog # Description AA0004 RAILROAD / POSTER BOARD -500 Sheet BLACK 6-ply. 22" x 28" Alternate item Manufacturer Catalog # Description AA0007Sheet RAILROAD / POSTER BOARD -100 ORANGE 6-ply. 22" x 28" Alternate item

Manufacturer Catalog # Description

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Manufacturer

Catalog # Description

Packages of 50 sheets accepted.

American Paper, Riverside, Pacon Only

SCHOOL DISTRICT No. 25 Bids are acceptable on this form only. 3115 Poleline Road Pocatello, ID 83201 Company name, address, phone and email address in this space: BID FORM - Section "AA/AB" - 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. Item **Commodity Description** Otv Unit Item Number **Unit Price Total Price** Number AA0015 CONSTRUCTION PAPER - BLUE-20 Ream GREEN. 12" x 18", Basis 76. 500 sheets Alternate item per ream. Packages of 50 sheets accepted Manufacturer American Paper, Riverside, Pacon Only Catalog # Description AA0025 CONSTRUCTION PAPER, RED. 50 Ream 12" x 18", Basis 76. 500 sheets per ream. Alternate item Packages of 50 sheets accepted. Manufacturer American Paper, Riverside, Pacon Only Catalog # Description AA0040 DRAWING PAPER, white sulphite. 120 Ream 12" x 18", Basis 80. 500 sheets per ream. Alternate item

Manufacturer Catalog # Description

American Brand Paper ONLY

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Alternate item

Manufacturer Catalog # Description

Comercial Grade. 500 per box

Sample required.

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Alternate item Manufacturer Catalog # Description

4" x 6", Basis 90. White.

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Alternate item Manufacturer Catalog # Description

PORTA RACK - BLUE. 36", Basis 50.

1000' rolls. American Paper Only.

AA0073

10

Roll

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "AA/AB" - Instructional Supplies Company name, address, phone and email address in this space:

<u>Instructions:</u> 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

Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
AA0075	5	Roll	PORTA RACK - GREEN. 36", Basis 50. 1000' rolls. American Paper Only.	Alternate item Manufacturer Catalog # Description		
AA0078	10	Roll	PORTA RACK - RED. 36", Basis 50. 1000' rolls. American Paper Only.	Alternate item Manufacturer Catalog # Description		
AA0085	144	Ream	PENCIL OR CRAYON SQUARED PAPER. 9" x 12". 1/4". 500 sheets per ream. White only	Alternate item Manufacturer Catalog # Description		

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<u>Instructions:</u> 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.

Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
AA0086	64	Ream	PENCIL OR CRAYON SQUARED PAPER. 9" x 12". 1/2", white only. 500 sheets per ream.	Alternate item Manufacturer Catalog # Description		
AA0090	100	Ream	THEME PAPER. 8 1/2" x 11", Basis 16. White sulphite. 3/8" ruled short way. Red left-hand margin. Ink writing. 500 sheets per ream.	Alternate item Manufacturer Catalog # Description		
AA0096	10	Package	TISSUE PAPER - SPRING GREEN. Standard colored. 20" x 30" sheets. 24 sheets per package.	Alternate item Manufacturer Catalog # Description		

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Alternate item Manufacturer

Catalog # Description

Standard colored. 20" x 30" sheets.

24 sheets per package.

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Manufacturer Catalog # Description

ream. Neenah or Wausau Only

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Manufacturer

Catalog #

Description

Both Sides; 1/4" Midline; Red Baseline;

5/16" Descender Line; American Brand

Paper #2695 Only Sample Required

SCHOOL DISTRICT No. 25 3115 Poleline Road Pocatello, ID 83201 BID FORM - Section "AA/AB" - 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. Item Number Qty Unit Commodity Description Item Number Unit Price Total Price AA141W 200 Box ENVELOPES - WINDOW WHITE. No. 10, 24#. White wove. 500 per box. Alternate item

Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
AA141W	200		ENVELOPES - WINDOW WHITE.	Altamanta itam		
			No. 10, 24#. White wove. 500 per box.	Alternate item		
			PLAIN. Commercial Grade.	Manufacturer		
			Sample required.	Catalog #		
				Description		
AB0060	100	Ream	HANDWRITING PAPER GRADE ONE			
			5/8 inch Ruling; Red Baseline; Broken	Alternate item		
			Midline; 10.5 in x 8 in Zaner Bloser	Manufacturer		
			#140141 only 500 sheets per ream. ARN	Catalog #		
			#1054 American Paper Only.	Description		

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "BB" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Commodity Description Unit Price Total Price Oty Item Number** Unit Number **BB0007** 400 BLUE MULTIPURPOSE PAPER. Ream 8 1/2" x 11". Basis 20. For use in high Alternate item speed copiers, computer printers, and Manufacturer offset duplicators. 500 sheets per ream. Catalog # Sample Required. Description BC0007 BLUE BRIGHT COLORS OR 100 Ream FLUORESCENT MULTIPURPOSE Alternate item PAPER. 8 1/2"x11" Basis 24/60 pound. Manufacturer For use in high speed copiers and Catalog # computer printers. 500 sheets per ream. Description Sample Required BUFF MULTIPURPOSE PAPER. 8 1/2" **BB0008** 400 Ream x 11". Basis 20. For use in high speed

copiers, computer printers, and offset duplicators. 500 sheets per ream.

Sample Required.

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "BB" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Commodity Description Unit Price Total Price Oty Item Number** Unit Number YELLOW BRIGHT COLORS OR BC0008 120 Ream FLUORESCENT MULTIPURPOSE Alternate item PAPER. 8 1/2"x11" Basis 24/60 pound. Manufacturer For use in high speed copiers and Catalog # computer printers. 500 sheets per ream. Description Sample Required GREEN MULTIPURPOSE PAPER. 8 **BB0010** 400 Ream 1/2" x 11". Basis 20. For use in high speed copiers, computer printers, and offset duplicators. 500 sheets per ream. Sample Required. BC0010 200 GREEN BRIGHT COLORS OR Ream FLUORESCENT MULTIPURPOSE Alternate item PAPER. 8 1/2"x11" Basis 24/60 pound. Manufacturer

Catalog #

Description

For use in high speed copiers and

Sample Required

computer printers. 500 sheets per ream.

SCHOOL DISTRICT No. 25 3115 Poleline Road Pocatello, ID 83201 BID FORM - Section "BB" - 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. Company name, address, phone and email address in this space:

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.

Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
BC0011	200	Ream	PINK BRIGHT COLORS OR FLUORESCENT MULTIPURPOSE PAPER. 8 1/2"x11" Basis 24/60 pound. For use in high speed copiers and computer printers. 500 sheets per ream. Astrobright Pulsar Pink or equal. Sample Required	Alternate item Manufacturer Catalog # Description		
BB0012	2,400	Ream	WHITE MULTIPURPOSE BOND PAPER. 8 1/2" x 11". Basis 20. For use in high speed copiers, laser printers, and offset duplicators. Minimum brightness 92. 500 sheets per ream. Sample Required.	Alternate item Manufacturer Catalog # Description		
BC0009	400	Ream	GOLDENROD MULTIPURPOSE PAPER. 8 1/2" x 11". Basis 20. For use in high speed copiers, computer printers, and offset duplicators. 500 sheets per ream. Sample Required.			7019 Instruc

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "BB" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Commodity Description Item Number Unit Price Total Price Oty** Unit Number BC0012 ORANGE BRIGHT COLORS OR 200 Ream FLUORESCENT MULTIPURPOSE Alternate item PAPER. 8 1/2"x11" Basis 24/60 pound. Manufacturer For use in high speed copiers and Catalog # computer printers. 500 sheets per ream. Description Sample Required BC0014 RED BRIGHT COLORS OR 100 Ream FLUORESCENT MULTIPURPOSE Alternate item

Manufacturer

Catalog #

Description

PAPER. 8 1/2"x11" Basis 24/60 pound.

computer printers. 500 sheets per ream.

For use in high speed copiers and

Sample Required

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "CC" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number CC0007 Pkg of LIBRARY BOOK POCKETS. 12 100 Sample Required Alternate item Manufacturer Catalog # Description CD0002 200 Roll LAMINATING FILM. 25" x 500'. 1" core. Minimum 1.5 mil. Alternate item

Manufacturer Catalog # Description

Sample Required

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0009 CLIP BOARDS. 9" x 12 1/2". Smooth 216 Each brown hardboard. Steel clip. Alternate item Manufacturer Catalog # Description DD0025 48 Gallon ELMER'S GLUE. One-gallon plastic containers. Bordens product for wood Alternate item and paper gluing. Manufacturer Catalog # Description DD0026 108 ERASERS, CHALKBOARD. Each Sample required. Alternate item Manufacturer

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Manufacturer Catalog # Description

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number Boxes of FILE FOLDERS. 9" x 12 1/2". Third DD0032 300 100 cut. Letter size. Manila. Oxford brand or *Alternate item* equal. Manufacturer Catalog # Description DD0040 24 Box of SHIPPING LABELS. 8.5" x 11" white, 100 each laser labels, 10 labels per sheet. Avery Alternate item 48863 or equal. Manufacturer Catalog # Description DE0040 ADDRESS LABELS - 8.5" x 11" white, 84 Boxes laser labels. 3000 labels per box, 30 Alternate item labels per sheet. Feed from any paper Manufacturer

Catalog # Description

tray. Avery 5160 or equal.

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0050 12 INK, RUBBER STAMP, BLACK. 1 oz. Can Alternate item Manufacturer Catalog # Description DD0051 12 Can INK, RUBBER STAMP, RED. 1 oz. Alternate item Manufacturer Catalog # Description DD0054 432 LETTER SIZE PADS, YELLOW. Each 8 1/2" X 11". Perforated type. Alternate item Manufacturer Catalog

Description

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0057 Box of SHEET PROTECTORS - Clear, standard 200 100 weight sheet protectors. Top load, acid-Alternate item free. Reinforced binding edge, 3-hole Manufacturer punched. Catalog # 8.5" x 11". 100 per box. Description DD0060 1,224 MASKING TAPE - 1". Roll 60 yards per roll. 36 rolls per case. Alternate item Norton Bear or equal. Sample Manufacturer Required. Catalog # Description DD0061 MASKING TAPE - 1 1/2". 408 Roll 60 yards per roll. 36 rolls per case. Alternate item

Manufacturer Catalog #

Description

Norton Bear or equal. Sample

Required.

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0063 144 MODELING CLAY. Non-hardening. 1 lb. Box Non-toxic. 1-lb per pack. 4 colors per Alternate item package. Manufacturer Catalog # Description DD0068 Each STENO NOTEBOOKS. 2 column. 6" x 600 9" Gregg ruled. White Pages. 80 sheets Alternate item per book. Sample Required Manufacturer Catalog # Description DD0070 Box of PAPER CLIPS, JUMBO. 2", Non-skid. 660 100 Alternate item Manufacturer

			SCHOOL DISTRICT No. 25 3115 Poleline Road Pocatello, ID 83201	Bids are acceptable or	n this form only.	
Instructions: 'nust be listed lescription in Quotations are ransportation Pocatello, Idal	Type unit p in the space cluded. To be made to the war ho 83201.	orice and tot ce provided the F.O.B. Porehouse of S Bid respons	ructional Supplies al price in the right-hand margin. Alternate bids d, with the manufacturer, catalog number and ocatello, ID. All bids must include the cost of the school District No. 25, 3115 Poleline Road, es must be legible and must be priced to our unit -responsive bid.	Company name, ad	dress, phone and email add	ress in this space:
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
DD0074	240	Dozen	PENCILS, RUBBER TIPPED. No. 2. Medium soft lead. Dixon 14402 Ticonderoga. Sample required.	Alternate item Manufacturer Catalog # Description		
DD0082	36	Box of 25	OXFORD PENDAFLEX HANGING FOLDERS. WITH TABS-1/5 CUT. Legal size.	Alternate item Manufacturer Catalog # Description		
DD0083	36	Each	FRAME FOR PENDAFLEX. Legal size.	Alternate item Manufacturer Catalog # Description		

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0085 FRAME FOR PENDEFLEX. 120 Each Alternate item Letter size. Manufacturer Catalog # Description DD0086 1,824 Each PENS, BLACK BALLPOINT. Stick pen with cap. Medium point. Bic Round Stic Alternate item Only. Sample Required Manufacturer Catalog # Description DE0086 1,008 PENS, BLACK BALLPOINT. Stick pen Each with cap. Fine point. Bic Round Stic Alternate item Sample Required Manufacturer

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0087 924 PENS, RED BALLPOINT. Stick pen Each with cap. Medium point. Bic Round Stic Alternate item Only. Sample Required. Manufacturer Catalog # Description DD0088 Each PENS, AVERY BLACK MARKS-A-636 LOT. AVE 08888 only. Alternate item Sample Required. Manufacturer Catalog # Description DD0090 PERMANENT MARKERS.Ultra-fine 1,116 Each point. Black. Sanford Sharpie 37001 Alternate item Manufacturer

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0094 PINS, STRAIGHT. Majestic Bank or 40 1/2 lb.Box equal. Boxes of 1/2 pound. Alternate item Manufacturer Catalog # Description DD0095 Pkg. Or PINS, SAFETY. In assorted sizes. 22 Bunches pins per package. Alternate item Manufacturer Catalog # Description DD0099 Pkg of 3M POST-IT NOTES, 216 1 3/8" x 1 7/8". 12/pkg, Fluorescent 12 Alternate item Manufacturer Color. Sample Required

			SCHOOL DISTRICT No. 25 3115 Poleline Road Pocatello, ID 83201	Bids are acceptable o	n this form only.	
BID FORM - Section "DD" - 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, ad	dress, phone and email add	ress in this space:
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
DD0100	1,224	Each	3M POST-IT NOTES, Pop-up, 3" X 3". Yellow ONLY Sample Required	Alternate item Manufacturer Catalog # Description		
DD0110	60	Bottle	LIQUID PAINT - BLACK. 16 oz. bottles. Binney & Smith Crayola Artista II Washable Tempera Paint Sample Required.	Alternate item Manufacturer Catalog # Description		
DD0113	12	Bottle	LIQUID PAINT - GREEN. 16 oz. bottles. Binney & Smith Crayola Artista II Washable Tempera Paint or	Alternate item Manufacturer		

Catalog #

Description

equal. Sample Required.

			SCHOOL DISTRICT No. 25 3115 Poleline Road Pocatello, ID 83201	Bids are acceptable o	n this form only.	
BID FORM -	Section "	DD" - Insti	ructional Supplies	Company name, ad	dress, phone and email add	ress in this space:
	in the spa		al price in the right-hand margin. Alternate bids I, with the manufacturer, catalog number and			
- transportation Pocatello, Ida	to the war ho 83201.	ehouse of S Bid respons	ocatello, ID. All bids must include the cost of the chool District No. 25, 3115 Poleline Road, es must be legible and must be priced to our unit-responsive bid.			
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
DD0126	80	1/4 lb.	RUBBER BANDS. Assorted sizes. 1/16" thick. Alliance or equal. Sample Required	Alternate item Manufacturer Catalog # Description		
DD0127	80		RUBBER BANDS. Size No. 18. Sample required.	Alternate item Manufacturer Catalog # Description		
DD0129	12	Pints	RUBBER CEMENT THINNER, Sanford or equal.	Alternate item Manufacturer		

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SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0137 SCOTCH INVISIBLE TAPE. 864 Each 1/2" X 1,296". 3M No. 6200. Alternate item Manufacturer Catalog # Description DD0138 576 SCOTCH TRANSPARENT TAPE. Each 1/2" X 1,296". 3M No. 5910. Alternate item Manufacturer Catalog # Description DD0139 SCOTCH TAPE DISPENSERS. Desk 100 Each type. 1" core by 1,296". Décor No. C-15 Alternate item or equal. Manufacturer

			SCHOOL DISTRICT No. 25 3115 Poleline Road Pocatello, ID 83201	Bids are acceptable o	n this form only.	
Instructions: 'must be listed description in Quotations ard transportation Pocatello, Ida.	D FORM - Section "DD" - Instructional Supplies Structions: Type unit price and total price in the right-hand margin. Alternate bids as the listed in the space provided, with the manufacturer, catalog number and scription included. Solutions are to be made F.O.B. Pocatello, ID. All bids must include the cost of the insportation to the warehouse of School District No. 25, 3115 Poleline Road, catello, Idaho 83201. Bid responses must be legible and must be priced to our unit imeasurement or bid will be a non-responsive bid. Item Qty Unit Commodity Description Commodi				dress, phone and email add	ress in this space:
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
DD0140	48	Each	SCOTCH TAPE DISPENSER CORES. 1" for Décor No. C-15.	Alternate item Manufacturer Catalog # Description		
DD0142	48	Each	STAMP PADS - BLACK. 2 3/4" x 4 1/4". Foam rubber.	Alternate item Manufacturer Catalog # Description		
DD0143	36	Each	STAMP PADS - RED. 2 3/4" x 4 1/4". Foam rubber.	Alternate item Manufacturer		

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201						
BID FORM - Section "DD" - 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.						
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
DD0144	192	Each	STAPLER. 20-sheet stapling capacity, black, Swingline No. 767 or equal. Sample Required	Alternate item Manufacturer Catalog # Description		
DD0146	500	Boxes	STAPLES, STANDARD. Swingline, Bostitch, or equal. Sample Required.	Alternate item Manufacturer Catalog # Description		
DD0154	30	Each	THUMB TACKS. Nickeled Steel. #3, 7/16". Solid head. Tru-Bilt.	Alternate item Manufacturer		

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SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0179 HIGHLIGHTER - YELLOW, 1,008 Each Fluorescent. Chisel tip. Water based Alternate item ink. Compatible with photocopies and Manufacturer computer paper. Sharpie, BIC Brite Liner Catalog # or equivalent. Sample Required. Description DD0180 420 MARKERS, DRY ERASE. Set of 4 Each colors, Expo2 or Avery. Low Order. Alternate item Non Toxic. Chisel tip. Manufacturer Sample Required. Catalog # Description DD0183 Glue Sticks, Minimum .26 oz. Clear, 4,008 Each permanent. Avery 0166 Alternate item Manufacturer

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0184 ERASER - Nylon eraser. Soap and water 288 Each cleanup. SAN 81505 or equivalent. Alternate item Sample Required. Manufacturer Catalog # Description DD0186 720 HIGHLIGHTER - BLUE. Chisel tip. Each Water based ink. Compatible with Alternate item photocopies and computer paper. Manufacturer Sharpie, BIC Brite Liner or equivalent. Catalog # Sample Required. Description DD0187 HIGHLIGHTER - PINK. Chisel tip. 720 Each Water based ink. Compatible with Alternate item

Manufacturer

Catalog #

Description

photocopies and computer paper.

Sample Required.

Sharpie, BIC Brite Liner or equivalent.

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201							
Instructions: must be listed description in Quotations ar transportation Pocatello, Ida	Type unit p in the spa cluded. e to be mad to the war ho 83201.	orice and tot ce provided the F.O.B. Proceedings of S weehouse of S Bid respons	ructional Supplies al price in the right-hand margin. Alternate bids d, with the manufacturer, catalog number and ocatello, ID. All bids must include the cost of the School District No. 25, 3115 Poleline Road, wes must be legible and must be priced to our unit -responsive bid.				
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price	
DD0189	288	Each	MARKER - RED. Permanent, waterproof ink. Fine point. Sharpie (30002) brand. Sample Required.	Alternate item Manufacturer Catalog # Description			
DD0190	2,412	Each	MARKER - BLACK Permanent, waterproof ink. Fine point. Sharpie (30001) brand. Sample Required.	Alternate item Manufacturer Catalog # Description			
DD0199	2,412	Each	MARKER DRY ERASE - BLACK Expo2 Low Odor Fine Point #86001	Alternate item Manufacturer			

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Item Number Unit Price Total Price Qty** Unit **Commodity Description** Number DD0200 288 MARKER DRY ERASE - BLUE Expo2 Each Low Odor Fine Point Alternate item Manufacturer Catalog # Description DD0202 144 MARKER DRY ERASE - Red Expo2 Each Low Odor Fine Point Alternate item Manufacturer Catalog # Description DD0203 Box of BINDER CLIPS. Contoured tempered 216 steel body Nickel plated wire handles. 12 Alternate item Must bind files or paper Size #5 11/4" x Manufacturer

Catalog # Description

5/8" Acco or equal Sample Required

SCHOOL DISTRICT No. 25 3115 Poleline Road Bids are acceptable on this form only. Pocatello, ID 83201 BID FORM - Section "DD" - Instructional Supplies Company name, address, phone and email address in this space: **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. Item **Unit Price Total Price Qty** Unit **Commodity Description** Item Number Number DD0207 Pkg 3M POST-IT-NOTES, 4" x 4" 288 6 pad/pack, lined. Fluorescent color Alternate item collection Sample Required Manufacturer Catalog # Description DD0208 CORRECTION TAPE - See through 420 Each dispenser. Smooth dry write on Alternate item immediately. Must be able to correct Manufacturer both line and letter mistakes. Size 1/6" x Catalog # 394" Tombow 68620 or equal. Sample Description Required. **DE180W** 1,008 BINDER - WHITE, VIEW FRONT. Each 1" round locking rings. Clear overlay on Alternate item the front, back and spine, concealed rivet Manufacturer

Catalog #

Description

construction. 2 extra deep pockets on

inside covers.

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			SCHOOL DISTRICT No. 25 3115 Poleline Road	Bids are acceptable o	n this form only.	
BID FORM -	Section "	HH" - Incti	Pocatello, ID 83201 ructional Supplies	Company name ad	dress, phone and email add	ross in this snace.
Instructions: must be listed description in Quotations are transportation Pocatello, Idaa	Type unit p in the space cluded. e to be made to the ward ho 83201.	rice and tota ce provided le F.O.B. Po ehouse of S Bid response	al price in the right-hand margin. Alternate bids I, with the manufacturer, catalog number and ocatello, ID. All bids must include the cost of the school District No. 25, 3115 Poleline Road, es must be legible and must be priced to our unit responsive bid.	Company name, au	uress, phone and eman add	ress in this space.
Item Number	Qty	Unit	Commodity Description	Item Number	Unit Price	Total Price
HE0001	804	Hox/100	BAND-AIDS. 1" x 3". Boxes of 100. Sample Required.	Alternate item Manufacturer Catalog # Description		
HE0018	800		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. Sample Required	<u> </u>		

			SCHOOL DISTRICT No. 25			
			3115 Poleline Road	Bids are acceptable on this form only.		
			Pocatello, ID 83201			
BID FORM -	Section "	HH" - Inst	ructional Supplies	Company name, address, phone and email address in this space:		
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.						
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. Sample Required	Alternate item Manufacturer Catalog # Description		
HE0020	200	Box/100	GLOVES, Extra Large. Synthetic polymer nitrile non-latex, non-powdered, ambidextrous, non-sterile. Neutral color only. Medicinal Grade. Kimberly-Clark Sterling 55086 or equivalent. Sample Required	Alternate item		