CHECKLIST OF MANDATORY BID FORMS

- ☑ Bid Form Price Sheets
- ☑ Bid Form
- ☑ References
- ☑ Non-Collusion Declaration

BIDDER NAME

Complete office

DISTRICT REVIEWER

Kathy Miller

Newport-Mesa
Unified School District

Newport-Mesa Unified School District
2985-A Bear Street
Costa Mesa, CA 92626
714-424-7583
www.nmusd.us

BID NO. 118-21

OFFICE & SCHOOL SUPPLIES AND EQUIPMENT

DATE ISSUED:	**February 15, 2021**
DATE DUE:	**March 11, 2021 BY 2:00 P.M.**
ADVERTISEMENT:	**February 15, 2021** **February 22, 2021**
BUYER:	**Kathy Gutierrez Miller**

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 Bear St. Bldg A
Costa Mesa, CA 92626
(714) 424-5000

BID # 118-21
OFFICE & SCHOOL SUPPLIES AND EQUIPMENT

Date and Time of Bid Opening: **March 11, 2021 at 2:00 pm**

Place of Bid Receipt: Purchasing Department, Bldg A
Newport Mesa Unified School District
2985 Bear St.
Costa Mesa, CA 92626

NOTICE IS HEREBY GIVEN that the Newport Mesa Unified School District (the "District"), pursuant to Public Contract Code Section 20111, now invites sealed bids for the award of a contract for Office & School Supplies and Equipment.

Bids must be received by the Newport Mesa Unified School District no later than March 11, 2021 by 2:00 pm and shall be in a sealed envelope clearly marked "BID 118-21"

Bid documents may be obtained by downloading the document from the District web site, http://web.nmusd.us/bids The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bid process. No bidder may withdraw his bid for a period of sixty (60) days after the date set for opening of bids. All bids shall be made and presented on a form furnished by the District.

Date of this Notice: February 15, 2021

Newport Mesa Unified School District

By: _____
Jonathan Geiszler
Director, Purchasing & Warehouse

Published: Orange County Register
February 15, 2021
February 22, 2021

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

BID FORM
BID NO. 118-21

1. Pursuant to and in compliance with this bid, and all other documents relating thereto, the undersigned [illegible] having familiarized himself with the terms of the contract, the local conditions affecting the performanc[illegible] contract and the cost of the work at the place where the work is to be done, hereby proposes and ag[illegible] perform, within the time stipulated, the contract, including all of its component parts, and everything requ[illegible] be performed and to provide and furnish any and all of the labor, materials, tools, equipment, and all util[illegible] transportation services necessary to perform the contract and complete in a workmanlike manner all of th[illegible] required in connection with this contract.

   All in strict conformity with the specifications and other contract documents including any addendums [illegible] th[illegible] amounts as set forth below.

2. It is understood that this bid, once approved by the Newport-Mesa Unified School District Board of Edu[illegible]io[illegible], is an annual contract to provide goods and/or services the District per this bid for a period of one year fr[illegible] th[illegible] Board approval date. Any extension beyond the initial year must be Board approved.

3. Bidder must adhere to the delivery schedule included in the bid documents, unless otherwise changed in w[illegible]iti[illegible] by the District and provide all necessary insurance certificates as required in the bid documentation.

4. It is understood that the District reserves the right to reject this bid as specified in the Instructions For b[illegible]de[illegible] and that the bid shall remain open and not be withdrawn for a period of sixty (60) days.

5. The District desires the right and option to extend any contract awarded hereunder for a period of one yea[illegible] fro[illegible] date of expiration, under the same price, terms, and conditions.

   Indicate if said Renewal Option is granted for <u>one</u> additional year:

   OPTION GRANTED X OPTION NOT GRANTED _____

   Indicate if said Renewal Option is granted for <u>second</u> additional year:

   OPTION GRANTED X OPTIION NOT GRANTED _____

   Price Increase shall not exceed 6 % during the first renewal period, based on manufacture[illegible] increases documented and verified.

   It is agreed that if any renewal option granted herein is exercised, the District shall so notify the contract[illegible] prior to the expiration date.

6. Piggyback/Cooperative Purchase: Pursuant to Public Contract Code 20652 and 20118, other districts and pub[illegible] agencies in the State of California may purchase identical items under the price, terms and conditions of this b[illegible] for up to three (3) years for supplies and materials, published by Newport-Mesa Unified School District, fro[illegible] the awarded vendor.

   The bid is piggybackable to all public entities throughout the State of California.

   OPTION GRANTED _____ OPTION NOT GRANTED X

7. Vendor acknowledges its ability to submit invoices and proofs-of-delivery via electronic transmission, i.e. CXML or EDI:

YES X NO _____

8. Vendor will setup and accept ACH payments with the District:

YES X NO _____

9. The District request the option to purchase additional items from vendor's catalog not listed in bid. Please state percent discount to deduct from catalog list prices.

Catalog List Prices less percentage discount for all items in catalog that are not on contract list by the product line as listed below: * below are minimum discounts but if the below discount goes below cost of an item, Completeoffice can maintain a minimum 18% GP floor

Copy Paper: 50 % Technology: 25 % Toner: 25 %

Printing: 25 % Office Supplies: 50 % Furniture: 50 %

School Classroom Supplies: 50 %

10. Vendor acknowledges its ability to provide next day deliver on stock items after receipt of order:

YES X NO _____

11. Price Sheets are considered part of the Bid Package and must be submitted with the sealed bid.
***Electronic price sheets must be emailed to: kgutierrez@nmusd.us after bid opening.

Date: 3/10/21

Complete Office of CA, Inc
Proper Name of Bidder

James Southwood
By

VP of Sales

917-743-5160 jsouthwood@completeofficeca.com

Signature of Bidder

Note: If a bidder is corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents; if a bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if a bidder is an individual, his full signature shall be placed above.

Newport-Mesa Unified School District

BID# 118-21

OFFICE & SCHOOL SUPPLIES AND EQUIPMENT BID FORM CONTRACT PRICE LIST

ICount	LINE DESCRIPTION	UM	MFGR#	MFGRIBRAND	Allow Sub	Est. Annual Usage	Unit Price	Diff UOM
1	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, BLACK	EA	OD02767	JUST BASICS	y	650	$1.47	
2	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, WHITE	EA	OD02765	JUST BASICS	y	2000	$1.49	
3	BINDER, VIEW, 1-112" RING, PLASTIC OVERLAY, BLACK	EA	OD02768	JUST BASICS	y	50	$1.94	
4	BINDER, VIEW, 1-112" RING, PLASTIC OVERLAY, WHITE	EA	OD02769	JUST BASICS	y	400	$1.85	
5	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, BLACK	EA	OD02773	JUST BASICS	y	100	$3.27	
6	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, WHITE	EA	OD02779	JUST BASICS	y	100	$3.15	
7	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, BLACK	EA	OD02785	JUST BASICS	y	50	$3.63	
8	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, WHITE	EA	OD02786	JUST BASICS	y	100	$3.95	
9	BOARD, POSTER, 22" X 28", 25IPK	PK		HOUSE OR GENERIC	NIA	100	$2.23	
10	BOOK, COMPOSITION, 6-718" x 8-112", 40 SHEETS, WIDE RULED	EA		HOUSE OR GENERIC	NIA	3800	$0.38	
11	BOOK, COMPOSITION, 9-314" X 7-112", 100 SHTS, WIDE RULED, MARBLED	EA		HOUSE OR GENERIC	NIA	4500	$0.89	
12	BOX, SCHOOL, CLEAR, 2-3116"H X 5-3116"W X 8"0	EA	11445	CRA-Z-ART	y	2000	$1.15	
13	CALCULATOR, MINI POCKET	EA		HOUSE OR GENERIC	NIA	250	$2.29	
14	CARD, INDEX, 3" X 5", RULED, 100ICT	PK		HOUSE OR GENERIC	NIA	700	$0.42	
15	CARD, INDEX, 3" X 5", UNRULED, 100ICT	PK		HOUSE OR GENERIC	NIA	300	$0.40	
16	CARD, INDEX, 5" X 8" RULED, 100ICT	PK		HOUSE OR GENERIC	NIA	50	$0.93	
17	CARD, INDEX, 5" X 8", UNRULED, 100ICT	PK		HOUSE OR GENERIC	NIA	50	$1.58	
18	CLEANER, WHITE BOARD, 8 OZ	EA	SAN81803	EXPO	N	200	$2.90	
19	CLIPBOARD, LETTER SIZE, WOOD	EA		HOUSE OR GENERIC	NIA	1500	$2.49	
20	CLIPS, BINDER, LARGE, 2" WIDE	DZ		HOUSE OR GENERIC	NIA	100	$1.62	
21	CLIPS, BINDER, MEDIUM 1-114" WIDE	DZ		HOUSE OR GENERIC	NIA	230	$0.67	
22	CLIPS, BINDER, SMALL 314" WIDE	DZ		HOUSE OR GENERIC	NIA	300	$0.27	
23	CORRECTION TAPE, WHITE, 2IPK	PK	6624	PAPERMATE	N	150	$4.11	
24	CRAYONS, CRAYOLA, LARGE SIZE, LIFT LID BOX, 8 COLOR SET	BX	BIN520080	CRAYOLA	N	1000	$1.45	
25	CRAYONS, CRAYOLA, STANDARD SET, 24 COLOR SET	BX	52-0024	CRAYOLA	N	2400	$2.80	
26	CRAYONS, CRAYOLA, TUCK BOX, 16 COLORS SET	BX	BIN520016	CRAYOLA	N	8000	$1.19	
27	DISPENSER, TAPE, BLACK, 1" CORE	EA	MMMC38BK	SCOTCH	y	150	$2.49	
28	ENVELOPES, #10 WHITE, PLAIN, 500ICT	BX		HOUSE OR GENERIC	NIA	70	$11.94	
29	ENVELOPES, CLASP, BROWN KRAFT, 10" X 13", 100ICT	BX		HOUSE OR GENERIC	NIA	70	$10.17	
30	ERASER, PENCIL CAP, RED, 144ICT	PK	PAP73015	PAPERMATE	N	140	$5.36	
31	ERASER, PINK, MEDIUM, 24IBX	BX		HOUSE OR GENERIC	NIA	300	$1.79	
32	ERASER, PINK, SMALL, 36IBX	BX		HOUSE OR GENERIC	NIA	100	$1.69	
33	ERASER, WHITE MAGIC RUB, 12IPK	PK	73201	PRISMACOLOR	N	200	$10.90	

34	ERASER, WHITE BOARD	EA	SAN81505	EXPO	N	1000	$1.95	
35	FASTENER, BRASS, ROUND HEAD, 1", 100IPK	PK		HOUSE OR GENERIC	N/A	150	$1.49	
36	FOLDER, FILE, LETTER, **MANILA** 113 CUT, 100IBX	BX	10341	SMEAD	y	250	$10.32	
37	FOLDER, HANGING, LETTER SIZE, 1/3 CUT, GREEN, 25/CT	BX		HOUSE OR GENERIC	N/A	80	$5.21	
38	GLUE, STICK, 1.27OZ	EA	AVE00196	AVERY	y	2500	$1.17	
39	GLUE, STICK, .21OZ, 12/PK	PK	E510	ELMERS	y	180	$5.23	
40	GLUE STICK, .24OZ, CLEAR, 30/PK	PK	E556	ELMERS	y	250	$12.99	
41	GLUE STICK, .24OZ, PURPLE, 30/PK	PK	E555	ELMERS	y	140	$7.49	
42	GLUE, WHITE, ELMERS, SCHOOL GLUE, 4OZ	EA	E304NR	ELMERS	N	2800	$0.78	
43	GLUE, WHITE, ELMERS, 7.625 OZ	EA	E1324NR	ELMERS	N	1000	$1.88	
44	GLUE, WHITE, ELMERS, GALLON	EA	E340NR	ELMERS	N	50	$9.98	
45	HEADPHONES.ECONOMY	EA	597857	CYBER ACOUSTICS	y	200	$2.80	
46	HIGHLIGHTER, FLUORESCENT , ASSORTED COLORS , 6 CT	PK	25076	SHARPIE ACCENT	N	200	$3.15	
47	HIGHLIGHTER, FLUORESCENT, YELLOW , DOZEN, SHARPIE	DZ	25025	SHARPIE ACCENT	N	250	$6.74	
48	HIGHLIGHTER, FLUORESCENT , YELLOW , DOZEN, ECONOMY	DZ		HOUSE OR GENERIC	N/A	100	$3.12	
49	LABELS, LASER, ADDRESS, WHITE, 1" X 2-5/8", 3000/CT	BX	AVE5160	AVERY	N	140	$19.90	
50	MARKERS, CRAYOLA, BROAD LINE, 8 COLOR SET	ST	BIN587708	CRAYOLA	N	1300	$2.26	
51	MARKERS, CRAYOLA, THIN LINE, 8 COLOR SET	ST	BIN587709	CRAYOLA	N	1000	$2.24	
52	MARKER, DRY ERASE, CHISEL TIP, 4 COLOR SET, LOW ODOR	ST	80074	EXPO	N	70	$5.02	
53	MARKER, DRY ERASE, CHISEL TIP, ASSORTED COLORS, LOW ODOR,	DZ	81043	EXPO	N	300	$10.20	
54	MARKER, DRY ERASE, CHISEL TIP, BLACK, LOW ODOR, 12/PK	DZ	80001	EXPO	N	500	$10.99	
55	MARKER, DRY ERASE, CHISEL TIP, GREEN, LOW ODOR, 12/PK	DZ	80004	EXPO	N	50	$14.40	
56	MARKER, DRY ERASE, CHISEL TIP, RED, LOW ODOR, 12/PK	DZ	80002	EXPO	N	50	$13.43	
57	MARKER, DRY ERASE, FINE POINT , BLACK, LOW ODOR, 12/PK	DZ	86001	EXPO	N	300	$10.71	
58	MARKER, SHARPIE, FINE POINT, BLACK, 12/PK	DZ	30001	SHARPIE	N	300	$7.54	
59	MOUSE, FULL SIZE, USS	EA		HOUSE OR GENERIC	N/A		$8.89	
60	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED , COLLEGE	PK		HOUSE OR GENERIC	N/A	800	$0.91	6PK vs EA
61	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, WIDE RULED, 70	PK		HOUSE OR GENERIC	N/A	500	$0.91	6PK vs EA
62	NOTES, STICKY, YELLOW , 1-1/2" X 2", 24/PK	PK	65324VAD	POST-IT	N	60	$8.35	
63	NOTES, STICKY, YELLOW , 3" X 3", 24/PK	PK	65424VAD	POST-IT	N	70	$18.55	
64	NOTES, STICKY, YELLOW , 3" X 5", 24/PK	PK	65524VAD	POST-IT	N	20	$25.82	
65	PAD, CHART , 1" RULED, 24" X 32", 25 SHEETS	EA	74610	PACON	y	200	$6.05	
66	PAD, WRITING, 8-1/2" X 11-3/4" , CANARY, 12/PK	DZ		HOUSE OR GENERIC	N/A	50	$6.43	
67	PAINT, TEMPERA, WASHABLE 16 OZ, BLACK	EA	CYO543115051	CRAYOLA	N	150	$3.03	
68	PAINT, TEMPERA, WASHABLE 16 OZ, BROWN	EA	CYO543115007	CRAYOLA	N	100	$2.98	
69	PAINT. T EMPERA, WASHABLE 16 OZ, GREEN	EA	CYO543115044	CRAYOLA	N	140	$2.98	
70	PAINT, TEMPERA, WASHABLE 16 OZ, MAGENTA	EA	CYO543115069	CRAYOLA	N	70	$3.76	
71	PAINT, TEMPERA, WASHABLE 16 OZ, ORANGE	EA	CYO543115036	CRAYOLA	N	100	$2.98	
72	PAINT, TEMPERA, WASHABLE 16 OZ, RED	EA	CYO543115038	CRAYOLA	N	180	$2.98	
73	PAINT, TEMPERA, WASHABLE 16 OZ, TURQUOISE	EA	CYO543115048	CRAYOLA	N	70	$3.23	
74	PAINT, TEMPERA, WASHABLE 16 OZ, ULTRA BLUE	EA	CYO543115042	CRAYOLA	N	100	$2.98	
75	PAINT, TEMPERA, WASHABLE 16 OZ, WHITE	EA	CYO543115053	CRAYOLA	N	300	$3.03	
76	PAINT, TEMPERA, WASHABLE 16 OZ, YELLOW	EA	CYO543115034	CRAYOLA	N	200	$2.98	
77	PAINT, WATERCOLOR, 8 COLOR SET	ST	530525	CRAYOLA	N	800	$1.75	

78	PAPER CLIPS, JUMBO, 100/BX , 10/PK	PK		HOUSE OR GENERIC	N/A	170	$4.52	
79	PAPER CLIPS, REGULAR #1, 100/BX, 10/PK	PK		HOUSE OR GENERIC	N/A	70	$1.56	
80	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , BLACK	RL	PAC101209	PACON	N	10	$106.28	
81	PAPER, ART KRAFT ROLL, 36" X 1000' , FLAME RETARDANT , BLUE	RL	PAC101206	PACON	N	5	$113.49	
82	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , DARK BROWN	RL	PAC101207	PACON	N	5	$150.52	
83	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , GOLD	RL	PAC101211	PACON	N	5	$166.01	
84	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , FESTV GREEN	RL	PAC101202	PACON	N	5	$92.88	
85	PAPER, ART KRAFT ROLL, 36" X 1000' , FLAME RETARDANT , FESTV RED	RL	PAC101203	PACON	N	10	$85.32	
86	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , ORANGE	RL	PAC101200	PACON	N	10	$171.07	
87	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , PINK	RL	PAC101204	PACON	N	5	$162.57	
88	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , PURPLE	RL	PAC101210	PACON	N	5	$140.73	
89	PAPER, ART KRAFT ROLL, 36" X 1000 ', FLAME RETARDANT , SKY BLUE	RL	PAC101205	PACON	N	10	$155.87	
90	PAPER , ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, WHITE	RL	PAC101208	PACON	N	10	$87.39	
91	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT , YELLOW	RL	PAC101201	PACON	N	10	$101.12	
92	PAPER, QUADRILLE , 8-1/2" X 11", 1/4" SQUARES, WHITE, 500/CT	PK	2862	PACON	y	20	$3.50	
93	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", UNPUNCHED, 500/CT	PK	2401	PACON	y	70	$5.26	
94	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", 3-HOLE PUNCHED, 500/CT	PK	2402	PACON	y	150	$6.10	
95	PAPER, CONSTRUCTION , 12" X 18", ASSORTED, 50/PK	PK	PAC103063	PACON	N	120	$3.37	
96	PAPER, CONSTRUCTION , 12" X 18", ASSORTED BRIGHT, 50/PK	PK	PAC102941	PACON	N	40	$3.57	
97	PAPER, CONSTRUCTION , 12" X 18", ATOMIC BLUE, 50/PK	PK	PAC103401	PACON	N	10	$4.29	
98	PAPER, CONSTRUCTION, 12" X 18", BLACK, 50/PK	PK	PAC103061	PACON	N	1000	$4.15	
99	PAPER , CONSTRUCTION , 12" X 18" , BLUE, 50/PK	PK	PAC103054	PACON	N	500	$4.15	
100	PAPER, CONSTRUCTION , 12" X 18", BRILLIANT LIME, 50/PK	PK	PAC103425	PACON	N	250	$4.60	
101	PAPER, CONSTRUCTION , 12" X 18", DARK BROWN, 50/PK	PK	PAC103056	PACON	N	120	$4.85	
102	PAPER, CONSTRUCTION, 12" X 18", DARK GREEN, 50/PK	PK	PAC103053	PACON	N	50	$3.18	
103	PAPER, CONSTRUCTION , 12" X 18", FESTIVE GREEN, 50/PK	PK	PAC103038	PACON	N	450	$4.49	
104	PAPER, CONSTRUCTION, 12" X 18", FESTIVE RED, 50/PK	PK	PAC103432	PACON	N	500	$3.60	
105	PAPER, CONSTRUCTION , 12" X 18", GOLD, 50/PK	PK	PAC102998	PACON	N	80	$3.95	
106	PAPER, CONSTRUCTION , 12" X 18", GRAY, 50/PK	PK	PAC103059	PACON	N	100	$4.42	
107	PAPER, CONSTRUCTION , 12" X 18", HOLIDAY GREEN, 50/PK	PK	PAC102961	PACON	N	150	$4.15	
108	PAPER, CONSTRUCTION , 12" X 18", HOLIDAY RED, 50/PK	PK	PAC102994	PACON	N	200	$4.46	
109	PAPER, CONSTRUCTION, 12" X 18" , LIGHT YELLOW, 50/PK	PK	PAC103046	PACON	N	30	$3.18	
110	PAPER, CONSTRUCTION , 12" X 18" , MAGENTA, 50/PK	PK	PAC103032	PACON	N	100	$4.43	
111	PAPER, CONSTRUCTION , 12" X 18", ORANGE, 50/PK	PK	PAC103034	PACON	N	350	$4.16	
112	PAPER, CONSTRUCTION, 12" X 18", PINK, 50/PK	PK	PAC103044	PACON	N	200	$4.46	
113	PAPER, CONSTRUCTION , 12" X 18" , PUMPKIN, 50/PK	PK	PAC103426	PACON	N	50	$3.95	
114	PAPER, CONSTRUCTION , 12" X 18", PURPLE, 50/PK	PK	PAC103051	PACON	N	170	$4.15	
115	PAPER, CONSTRUCTION, 12" X 18", RED, 50/PK	PK	PAC103062	PACON	N	70	$4.43	
116	PAPER, CONSTRUCTION, 12" X 18", ROYAL BLUE, 50/PK	PK	PAC103049	PAGON	N	230	$3.60	
117	PAPER, CONSTRUCTION , 12" X 18", SALMON, 50/PK	PK	PAC103042	PACON	N	70	$3.95	
118	PAPER, CONSTRUCTION, 12" X 18", SCARLET RED, 50/PK	PK	PAC103040	PACON	N	20	$3.18	
119	PAPER, CONSTRUCTION , 12" X 18", SHOCKING PINK, 50IPK	PK	PAC103045	PACON	N	150	$4.42	
120	PAPER, CONSTRUCTION, 12" X 18", SKY BLUE, 50IPK	PK	PAC103048	PACON	N	300	$4.15	
121	PAPER, CONSTRUCTION, 12" X 18", SLATE, 50IPK	PK	PAC103060	PACON	N	30	$3.95	

122	PAPER, CONSTRUCTION, 12" X 18", TAN, 50IPK	PK	PAC103055	PACON	N	250	$3.70	
123	PAPER, CONSTRUCTION , 12" X 18", TURQUOISE, 50IPK	PK	PAC103039	PACON	N	450	$4.60	
124	PAPER, CONSTRUCTION , 12" X 18", VIOLET, 50IPK	PK	PAC103041	PACON	N	40	$4.85	
125	PAPER, CONSTRUCTION , 12" X 18", WARM BROWN, 50IPK	PK	PAC103057	PACON	N	300	$4.15	
126	PAPER, CONSTRUCTION, 12" X 18", WHITE, 50IPK	PK	PAC103058	PACON	N	1400	$4.23	
127	PAPER, CONSTRUCTION, 12" X 18", YELLOW , 50IPK	PK	PAC103036	PACON	N	550	$4.37	
128	PAPER , COPY, 11" X 17", 500ISHTS	PK		HOUSE OR GENERIC	NIA	30	$7.59	
129	PAPER, FILLER, 8-112" X 11", WHITE, COLLEGE RULED, 3-HOLE PUNCH,	PK		HOUSE OR GENERIC	*NIA*	130	$0.97	
130	PAPER, TISSUE, 20" X 30", 100ICT , ASSORTED COLORS	PK	PAC58516	PACON	N	70	$7.46	
131	PEN, BALLPOINT, FINE POINT, BLACK, 12IPK	DZ	PAP33811	PAPERMATE	y	130	$1.24	
132	PEN, BALLPOINT, FINE POINT, BLUE, 12IPK	DZ	PAP33611	PAPERMATE	y	200	$1.95	
133	PEN, BALLPOINT, FINE POINT, RED, 12IPK	DZ	PAP3371131	PAPERMATE	y	120	$1.74	
134	PEN, BALLPOINT, MEDIUM POINT, BLACK, 12IPK	DZ	PAP3331131C	PAPERMATE	y	160	$1.18	
135	PEN, BALLPOINT, MEDIUM POINT, BLUE, 12IPK	DZ	PAP3311131C	PAPERMATE	y	300	$1.17	
136	PEN, BALLPOINT, MEDIUM POINT, RED, 12IPK	DZ	PAP3321131C	PAPERMATE	y	200	$1.24	
137	PEN, BALLPOINT, 4-COLOR RETRACTABLE , ASSORTED COLORS , 3IPK	PK	MMP31-AST	BIC	N	350	$5.10	
138	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE,	DZ		HOUSE OR GENERIC	NIA	600	$0.78	
139	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, 72IPK	PK		HOUSE OR GENERIC	NIA	160	$2.23	
140	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, 12IPK	DZ	DIX13882	DIXON TICONDEROGA	N	2700	$1.96	
141	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED, 12IPK	DZ	DIX13806	DIXON TICONDEROGA	N	700	$2.42	
142	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED, 30IPK	PK	DIX13830	DIXON TICONDEROGA	N	200	$5.71	
143	PENCIL, BEGINNER, YELLOW #2, WITH ERASER, 12IPK	DZ	DIX13308	DIXON TICONDEROGA	N	500	$4.79	
144	PENCIL, COLORED, CRAYOLA, SET OF 12 COLORS	BX	684012E	CRAYOLA	N	3600	$1.59	
145	PENCIL, MECHANICAL, .?MM, 12IPK	DZ	30301	PAPERMATE	y	50	$3.75	
146	PENCIL POUCH , MESH WINDOW, 7" X 9-314", ASSORTED COLORS	EA	PPMW201401	OFFICE DEPOT	y	530	$1.09	
147	PORTFOLIOS, TWIN POCKET, DARK BLUE, 10IPK	PK		HOUSE OR GENERIC	***NIA***	220	$3.85	
148	PORTFOLIOS, TWIN POCKET, RED, 10IPK	PK		HOUSE OR GENERIC	***NIA***	250	$2.47	
149	PORTFOLIOS, TWIN POCKET, YELLOW , 10IPK	PK		HOUSE OR GENERIC	NIA	250	$1.30	
150	RUBBER CEMENT , 4 OZ	EA	E904	ELMERS	N	140	$1.90	
151	RUBBERBANDS, ASSORTED SIZES, 1 LB BAG	EA		HOUSE OR GENERIC	***NIA***	30	$2.68	
152	RULER, 12", WOODEN, SINGLE EDGE	EA		HOUSE OR GENERIC	***NIA***	550	$0.50	
153	SCISSORS, 5", BLUNT TIP, COMFORT GRIP, 2IPK	PK	1535201005	SCHOOL WORKS	y	350	$1.26	
154	SCISSORS, 5", BLUNT TIP, HARD HANDLE, 2IPK	PK	13168	WESTCOTT	y	340	$0.61	
155	SCISSORS, 5", POINTED TIP, HARD HANDLE, 2/PK	PK	13132	WESTCOTT	y	140	$0.60	
156	SCISSORS, 8", POINTED, LIGHTWEIGHT	EA		HOUSE OR GENERIC	NIA	900	$1.09	
157	SENTENCE STRIPS, 3" X 24", MANILA, 100ICT	PK	5157	PACON	y	20	$3.96	
158	SHARPENER, PENCIL, ELECTRIC, BLUE	EA	1675	X-ACTO	N	100	$39.76	
159	SHARPENER, PENCIL, MANUAL, DOUBLE HOLE, WI RECEPTACLE	EA		HOUSE OR GENERIC	***NIA***	1000	$1.05	
160	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 25/PK				NIA	200	$1.10	
161	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 200/PK	PK		HOUSE OR GENERIC	*NIA*	50	$5.14	
162	STAPLE REMOVER	EA		HOUSE OR GENERIC	*NIA*	100	$0.36	
163	STAPLER, STANDARD, FULL STRIP, BLACK, COMMERCIAL METAL	EA	44401	SWINGUNE	y	160	$6.85	
164	STAPLER, STANDARD, FULL STRIP, BLACK, PLASTIC	EA	SWI54501	SWINGLINE	y	200	$5.21	

165	STAPLES, STANDARD, 1/4", 5000/BX	BX	SWI35108	SWINGUNE	y	500	$0.85	
166	TAPE, MASKING, 1" X 60 YDS	RL	26001	HIGHLAND	y	400	$2.79	
167	TAPE, MASKING, BLUE, 1" X 60 YDS, 3" CORE (PAINTERS TAPE)	RL	2090-1E	SCOTCH	y	120	$3.58	
168	TAPE, TRANSPARENT, 3/4" X 1296"	RL	MMM600-341296	SCOTCH	N	40	$2.33	
169	TAPE, TRANSPARENT, 3/4" X 1296", 1u CORE, 6/PK	PK	MMM600-6PK	SCOTCH	N	130	$12.39	
170	TAPE, MAGIC 810, 3/4" X 27.7 YDS, 12/PK	PK	MMM810K12	SCOTCH	N	80	$22.12	
TOTAL ANNUAL ESTIMATED PURCHASES $500,000.00								

REFERENCES

Please list references located in either Los Angeles or Orange County for contracts awarded to vendor during the past two years. The minimum value of the contract for the references listed below should be $100,000.

1. Name of Reference: Space X
   Address: 1 Rocket Road
   City/State/Zip: Hawthorne CA 90250
   Contact Person: Hae Young Lee Telephone: 310-219-7949
   Value of Contract: 1M/year Contract Duration: 3-5 years
   Customer since 2014

2. Name of Reference: Monster Energy
   Address: 1 Monster Way
   City/State/Zip: Corona CA 92879
   Contact Person: Jessica Gutierrez-Haigh Telephone: 951 739 5568
   Value of Contract: 200k/yea Contract Duration: 5 years
   Customer since 2012

3. Name of Reference: Pacific Premier Bank
   Address: 17901 Von Karman Ave
   City/State/Zip: Irvine CA 92614
   Contact Person: Tammy Reed Telephone: 949-502-4300
   Value of Contract: 275/year Contract Duration: 3 years

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
2985 Bear St., Bldg. A
Costa Mesa, California 92626
(714) 424-5000

Bid Number: 118-21
Project Title: Office + School Supplies

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

(Public Contract Code Section 7106)

State of California)
) ss.
County of LA)
)

James Southwood, being first duly sworn, deposes and says that he or she is VP of Sales of Complete Office CA, Inc, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature of Bidder