

BIDS WANTED

Notice is hereby given that the Board of Directors of the School District of the City of Allentown will receive sealed bids for furnishing and delivering the following until **10:00 a.m. prevailing time on Monday July 6th, 2020.** (Bids will not be considered after 10:00 a.m. on Monday July 6th, 2020).

GENERAL INSTRUCTIONAL SUPPLIES

Sealed bids will be opened in the first floor board room of the Administration Center, 31 South Penn Street, Allentown, PA, and referred to the Board of Directors for final award/approval. Bidders and other interested parties may attend the bid opening which will be held at **10:00 a.m. prevailing time on Monday July 6th, 2020.**

Specifications may be obtained from the district web site (www.allentownsd.org) or by contacting:

Jessenia Perez
Assistant Manager of Purchasing
(484) 765-4021

All bids to be submitted in **sealed** envelopes, plainly marked on the outside – **“BID FOR GENERAL INSTRUCTIONAL SUPPLIES”** - and delivered and/or mailed to the undersigned, Administration Center, Purchasing Department, 31 South Penn Street, P.O. Box 328, Allentown, PA, 18105, before the hour and date above specified.

Bids must be accompanied by a Certified Check and/or Bond, **if required in specifications**, with corporate surety authorized to do business in Pennsylvania.

The Board of Directors reserves the right to reject any or all bids with or without cause.

By Order of the Board of Directors
School District of the City of Allentown

Josephine Cacace
Finance Director

**TO BE INSERTED: June 15th 22nd and 29th
Allentown “Morning Call”**

School District of the City of Allentown

INSTRUCTIONS & SPECIFICATIONS FOR GENERAL INSTRUCTIONAL SUPPLY

Sealed bids will be received by Allentown City School District, at 31 South Penn Street, Allentown, Pennsylvania, 18105, until 10:00 a.m. prevailing time on at which time bids will be publicly opened and read out loud at the Administration Center for **General Instructional Supplies**.

Specifications can be obtained beginning **July 20th 2020** by submitting a "Right to Know" request through district website: www.allentownsd.org

The Allentown City School District, reserves the right to amend, accept, or reject any or all bids or portions thereof.

OWNER'S CONTACT

Jessenia Perez
Assistant Manager of Purchasing

Phone: (484) 765-4021
Email: perezj@allentownsd.org

BIDS

All bids must be submitted on our forms and shall be F.O.B. – Allentown City School District c/o Supply Warehouse. All bids to include all freight/delivery charges, unloading and inside delivery costs to the District's Supply Warehouse. Quantities are approximate and may be slightly increased or decreased on our orders. If a manufacturer's name and/or number is specified, no substitutes will be considered by the School District. If an item that is quoted is not the item requested, suppliers must indicate clearly by affixing a "N/A" behind the item. If the "N/A" is not indicated, the School District will assume that the supplier will provide the listed/required item(s).

We will not consider any bid with a minimum amount required.

Inasmuch as the School District is not subject to Federal or State Taxes, bids shall not include these taxes. Every cooperation will be afforded the supplier in securing exemption from Federal or State Taxes on items listed herein.

EACH BID MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE, plainly marked on the outside "Bid for General Instructional Supplies" – and mailed and or delivered to the undersigned at the Administration Center, Purchasing Department, 31 South Penn Street, P.O. Box 328, Allentown, PA, 18105, before the hour above specified.

DELIVERY

School District commits (via large/quantity purchase orders) to approximate bid quantities. Price of these goods, not subject to increases. Delivery of goods will be initiated by an Allentown School District Purchase Order. Delivery of materials covered by these specifications may be made immediately upon receipt of the District's orders. All palletized deliveries must be pallet-jacked to rear of trailer. A forklift will be available at the District Supply Warehouse for unloading of trailer by a District employee. Delivery may be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday. All quantities are to be delivered to:

Allentown School District Supply Warehouse
1233 Roth Avenue
Allentown, PA. 18102

DELIVERIES SHALL NOT BE MADE BEFORE JULY 1, OF CURRENT YEAR.

COMPLIANCE WITH PENNSYLVANIA COMMUNITY & WORKER RIGHT TO KNOW ACT

All successful bidders must furnish material safety data sheets and products must be labeled to comply with the Pennsylvania Community and Worker Right to Know Act, including the Hazardous Warning Label.

PAYMENT

No materials will be paid for until delivered, accepted and billed. Each order is to be billed separately, in duplicate. **PARTIAL SHIPMENTS WILL NOT BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL.** In order to expedite payment of shipped orders, it is suggested that whenever possible, order is to be completed in one shipment and items which would require lengthy back order will be cancelled with appropriate notice of same. **PAYMENT WILL NOT BE MADE BEFORE JULY 1, OF CURRENT YEAR.**

SAMPLE

The District reserves the right to order or require a sample for the bid for that item to be considered.

The School District reserves the right to request any bidder, prior to the award of a contract, to submit materials at bidder's expense to any independent testing laboratory or agency selected by the School District for the purpose of determining whether said materials are of a quality called for by the specifications. Refusal by any bidder to honor such a request, shall be grounds for rejection of bids.

NON-COLLUSION AFFIDAVIT

Non-Collusion affidavit, as enclosed, must be completed and submitted with bid for bid to be accepted by District.

GENERAL CONDITIONS

Each bid must be a firm bid, subject to **90** days acceptance. Bids submitted on an escalator or similar clause will be rejected. Individual bids shall include all discounts.

The Board of Directors reserves the right to accept the bid or bids of the lowest qualified bidder(s), kind, quality and material being equal; to select a single item from any bid(s); to reject any and all bids; and to waive any omission or informality in any bid.

By Order of the Board of Directors
School District of the City of Allentown

Josephine Cacace
Finance Director

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 73 P.S. § 1661 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

BIDDER'S CERTIFICATE

Certification is hereby made that the attached bid is submitted

by _____

in accordance with and subject to the specifications herein.

(Company/Firm)

(Address)

By: _____

2020-2021 Master Instructional Supply Bid

** Vendors - Include item number on all items for which you are bidding

	Item Specification	Quantity	ASD Item No.	Unit Price	Total Price
1	Board, Poster 28"x44" WHITE ONLY 14-Ply	150	B1200		
2	Board, Railroad - Coated Two Sides, 22"x28" - 6-Ply (.024)				
	<i>Black</i>	0	B1201		
	<i>Blue</i>	200	B1202		
	<i>Buff</i>	100	B1203		
	<i>Canary Yellow</i>	100	B1204		
	<i>Pearl</i>	0	B1205		
	<i>Green</i>	100	B1206		
	<i>Orange</i>	100	B1207		
	<i>Red</i>	200	B1208		
	<i>White</i>	0	B1209		
3	Boxes For Crayons (SUBMIT SAMPLE)	1000	B1210		
4	Brushes, Flat Easel - Delta Style #341, Size 24, 1" Long Handle - Shellac Finish	100	B1216		
5	Brushes, Water Color - Grumbacker #1091, Camel Hair, Seamless Ferrule				
	<i>#2</i>	144	B1211		
	<i>#4</i>	0	B1212		
	<i>#8</i>	0	B1213		
	<i>#10</i>	0	B1214		
	<i>#11</i>	60	B1214a		
6	Cards, Index - Ruled - 4" x 6" - White, Medium Weight - 100/Pack	0	A1120		
7	Clips, Binder - Dozen				
	<i>Small 3/4"</i>	204	A1105b		
	<i>Medium 1-1/4"</i>	204	A1105c		
8	Clips, Jumbo Paper 100/Box	400	A1105a		
9	Crayons, Wax - "Crayola" #33, Jumbo Size Refills, Dozen, NO ALTERNATE				
	<i>Black</i>	96	B1223		

** Vendors - Include item number on all items for which you are bidding

	Blue	96	B1224		
	Brown	96	B1225		
	Green	96	B1226		
	Orange	96	B1227		
	Red	96	B1228		
	Violet	96	B1229		
	Yellow	96	B1230		
10	Crayons, Wax "Crayola" #836, Regular/Standard Size Refills, Dozen, NO ALTERNATE				
	Black	360	B1231		
	Blue	360	B1232		
	Brown	360	B1233		
	Green	360	B1234		
	Orange	360	B1235		
	Red	360	B1236		
	Violet	360	B1237		
	White	360	B1238		
	Yellow	360	B1239		
11	Cups, Water Color - White Plastic, 3-1/2" x 1", 3 Dozen/Box	200	B1240		
12	Envelopes - Kraft Open End Thumb Cut Env., Buff Color - Size 6" x 9", (Middle & Elementary School - Report Cards) - 100/Box	50	A1108		
13	Envelopes Brown Kraft Non-Clasp, 6" x 9" - 28 lb. Sub-Gummed, 100/Box	40	C1419		
14	Envelopes Brown Kraft Non-Clasp, 9" x 12" - 28 lb. Sub-Gummed, 100/Box	80	C1420		
15	Envelopes Inter-Office, Buff/Brown Kraft, 10" x 13" - Button and String Tie - Large - Print on Both Sides, Ungummed Flap - 100/Box	15	C1422		
16	Envelopes - Regular White - Large, 4-1/8" x 9-1/2" - Size 10 - 24 lb., Sub-Gummed, 500/Box	0	C1417		
17	Eraser Caps, Arrowhead Papermate, 144/Box, SUBMIT SAMPLE	30	B1240a		
18	Erasers - Papermate "Pink Pearl" ONLY #300, 2" x 3/4" x 3/8" Double Bevel, Smudge Resistant, 36/Box, SUBMIT SAMPLE	240	B1244		
19	Eraser "Art Gum" 1 x 1 x 1", 24/Box	0	B1241		

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20	Erasers - Magic Rub White #73201, Dozen	0	B1243		
21	Erasers - 5" Black Felt Double Sewed Multi-purpose, (blackboard & dry erase white boards) SUBMIT SAMPLE	120	A1109		
22	Fasteners, Paper - Round Head 1# Shank - Size #4, Brass Coated, 100/Box	0	A1112		
23	Folders, File - Letter Size - 11 pt. Manila, 100/Box - SUBMIT SAMPLE				
	<i>1/2 Cut</i>	200	A1113		
	<i>1/3 Cut</i>	300	A1114		
	<i>1/5 Cut</i>	0	A1115		
24	Glue, All-Purpose Elmer's - #E-1324, 8 oz. - Plastic Squeeze Bottles	600	B1258		
25	Glue Sticks - Clean, clear, easy to use, permanent. Sticks to paper, cardboard, fabrics and safe for photos. Non-toxic and washable - .28 ounce ELMERS E-554, SUBMIT SAMPLE	9000	B1260		
26	Highlighters - Ticonderoga or Sharpie only, Won't bleed through paper, smear-proof. Use on all papers, including fax and photocopies. Dozen				
	<i>Yellow</i>	120	A1118		
	<i>Pink</i>	0	A1118a		
	Ink, Block Printing - Speedball - Water Base - 1-1/4 oz. Tubes	0			
	<i>Black</i>	30	B1268		
	<i>Blue</i>	30	B1269		
	<i>Green</i>	30	B1270		
	<i>Red</i>	30	B1271		
	<i>White</i>	30	B1272		
	<i>Yellow</i>	30	B1273		
27	Labels , Permanent-Adhesive Address Labels For Laser and Inkjet Printers, 1 x 2-5/8 in, White, Box of 3000, **Use Avery 5160 Template	100	C1402		
28	Markers - Drawn Color, Watercolor, Non-Penetrating, Large Bullet Tip, Non-Toxic LIQUI-MARK, Dozen, SUBMIT SAMPLE				
	<i>Black</i>	0	A1121		
	<i>Blue</i>	0	A1122		

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	<i>Green</i>	0	A1123		
	<i>Red</i>	0	A1124		
29	Markers, Dry Erase, Low Odor, Non-Toxic for White Boards - Bold Color, Superior Erasability, Chisel Point, EXPO Brand, SUBMIT SAMPLE				
	<i>Black</i>	0	A1125		
	<i>Blue</i>	60	A1126		
	<i>Green</i>	120	A1127		
	<i>Red</i>	48	A1128		
30	Notebooks, Stenographers, 6" x 9", 80 Leaves White Paper - Gregg Rules, Red Center Line, Top-Bound Spiral Plastic Wire Coil - Hard Board Cover	144	A1130		
31	Notebooks Loose-Leaf (Binders) 1" View, 3-Ring, 8-1/2" x 11", Vinyl Black with Pockets	1600	A1129		
32	Oaktag - "Tagboard" 12" x 18" Manila - Heavyweight, 150 lb., 100 Sheets/Pack, 6 Packs MAXIMUM per Carton	180	A1131		
33	Oaktag - "Tagboard" 12" x 18" Manila Assorted Heavyweight, 5 Assorted Colors (Blue, Canary, Green, Orange, Pink) (100 Sheets/Pack) 10 Packs MAXIMUM per Carton	200	A1132		
34	Paper, Composition 8" x 10-1/2" SW White - 15-16 lbs., 3/8" Ruled, Blue Ink, Red Margin, No Holes, Repeats on Both Sides, (500 Sheets/Ream) Packed ONLY 10 Reams Carton, SUBMIT SAMPLE	0	A1136		
35	Paint, Tempera #1 Grade Plastic NO GLASS, Containers - Colors to be Brilliant Opaque, one coat coverage, non-fading, non-bleeding and free flowing, for surfaces including newspaper, cardboard, paper mache, brush, pen and air brush. Must carry "CP" seal on label assuring that it is non-toxic. CRAYOLA/SARGENT OR EQUAL, READY TO USE ONLY, PINT SIZE - ELEMENTARY (12 pts. Per Carton)				
	<i>Black</i>	48	B1290		
	<i>Blue</i>	48	B1291		
	<i>Brown</i>	48	B1292		
	<i>Green</i>	48	B1293		
	<i>Orange</i>	48	B1294		

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	<i>Red</i>	48	B1295		
	<i>Violet</i>	48	B1296		
	<i>Yellow</i>	48	B1297		
	<i>White</i>	48	B1298		
36	Paint - Acrylic - Liquidtex or Speedball, 75cc/2.5 oz Tube				
	<i>Burnt Sienna</i>	30	B1279		
	<i>Nap Crimson</i>	30	B1280		
	<i>Cad. Orange</i>	30	B1281		
	<i>Cad. Yellow Light</i>	30	B1282		
	<i>Phtalo Green</i>	30	B1283a		
	<i>Warm Black</i>	100	B1284		
	<i>Perm. Green</i>	30	B1285		
	<i>Ultramarine Blue #426</i>	30	B1286		
	<i>White</i>	120	B1287		
	<i>Dioxide Purple</i>	30	B1288		
	<i>Phthalocyanien Blue</i>	30	B1289		
37	Paper, Brown Kraft - 36" x 1,000 Ft. Roll - 50 lb., Natural	5	B1308		
38	Paper, Construction - 12" x 18" - 80 lb., SUBMIT SAMPLE FOR ALL COLORS, ** Only 100 Sheets per Pack , NO ALTERNATE				
	<i>Black</i>	150	B1309		
	<i>Blue</i>	60	B1310		
	<i>Brown</i>	60	B1311		
	<i>Green</i>	60	B1312		
	<i>Orange</i>	80	B1313		
	<i>Pink</i>	0	B1314		
	<i>Red</i>	120	B1315		
	<i>Violet</i>	0	B1316		
	<i>White</i>	200	B1317		
	<i>Yellow</i>	200	B1318		
	<i>ASSORTED (25 Colors x 4)</i>	220	B1319		
39	Paper, Drawing White - 12" x 18" - 80 lb. - Holds paint and marker without, bleeding so that it is perfect for drawing, cutting, and folding projects. Acid free, lignin free and light stable. (500 Sheets/Pack)	60	B1322		

** Vendors - Include item number on all items for which you are bidding

40	Paper, Drawing White - 18" x 24" - 60 lb. - Holds paint and marker without bleeding so that it is perfect for drawing, cutting and folding projects. Acid free, lignin free and light stable. (500 Sheets/Pack) SUBMIT SAMPLE	0	B1323		
41	Paper, Manuscript White Guide 3rd Grade, 8" x 10-1/2" SW White, 3/8 Ruled, 3/16" Dotted Midline, 3/8" Skip Space, All Blue Ink, No Margin, No Holes, Repeats on Opposite Side (500 Sheets/Ream) SUBMIT SAMPLE	0	A1148		
42	Paper Composition/Notebook 8" x 10-1/2" White, 3/8" Ruled, Blue Ink, Red Margin, 5 Hole, Repeats on Opposite Side (500 Sheets/Ream) MUST BE MARKED "NOTEBOOK", SUBMIT SAMPLE	1000	A1141		
43	Paper, Quadrille 15-16 lb. Graph 1/4" Squared, 8-1/2" x 11" White, All Blue Ink, Repeats on Opposite Side (500 Sheets/Ream) SUBMIT SAMPLE	60	A1150		
44	Paper, Tissue Art, 12" x 18", 100 Sheets per Pack, 24 Assorted, Colors/Pack, 25 Packs/Carton SUBMIT SAMPLE	72	B1327		
45	Paper Newsprint White SW 9" x 12", 3/8 Ruled, No holes, No Margins, Repeats on Both Sides (500 Sheets/Ream) SUBMIT SAMPLE	0	A1140		
46	Paper Skip A Line Red & Blue Grade 2-3, 8 x 10-1/2" SW, Newsprint White, 1/2" Ruled, 1/4" Blue Dotted Midline, 1/4" Skip Line, Red Baseline, No Margin, No Holes, Repeats on Opposite Side (500 Sheets/Ream) SUBMIT SAMPLE	0	A1145		
47	Paper Skip A Line Red & Blue Grades 3-4, 8" x 10-1/2" SW Newsprint, White, 3/8" ruled, 3/16" Blue Dotted Midline, 3/16" Skip Space, No Margin, No Holes, Repeats on Opposite Side (500 Sheets/Ream) SUBMIT SAMPLE	0	A1146		
48	Pens - Ballpoint, Medium Point, Retractable, BIC, SUBMIT SAMPLE				
	Blue	0	A1172		
	Red	0	A1171		
49	Pencil Sharpeners - Boston X-Acto "KS" Metal Receptacle Adjustable Steel Pencil Guide, 8 Hole, Solid Steel Gears, Table/Wall Mount	0	A1169		

** Vendors - Include item number on all items for which you are bidding

50	Pencils, Colored, General Pencil Multichrome, Large 4mm Core, Size - 5/16" Diameter, Dozen - NO ALTERNATE				
	<i>Black #415</i>	102	A1154		
	<i>True Blue #426-1/2</i>	102	A1155		
	<i>Ultramarine Blue #426</i>	60	A1156		
	<i>Brown Van Dkye #451</i>	60	A1157		
	<i>Hookers Green #431</i>	120	A1159		
	<i>Orange #408</i>	60	A1160		
	<i>Pink #410</i>	0	A1161		
	<i>Red #405</i>	96	A1162		
	<i>Vermillion #445</i>		A1163		
	<i>Lavender #417</i>	60	A1164		
	<i>Canary Yellow #412</i>	60	A1165		
	<i>Yellow Ochre #452</i>	0	A1166		
51	Pencils, Beginners Pencils Primary - No Eraser round shaft 11/32", Wood Dia., Large soft black bonded lead or wood clinched - SUBMIT SAMPLE	160	A1153		
52	Pencils, Latex-free eraser, Nontoxic, Yellow Wood Barrel **Dixon Oriole #287 or Ticonderoga				
	<i>#2 Degree Lead</i>	8,000	A1167		
	<i>#2-1/2 Degree Lead</i>	300	A1168		
53	Pencils, Drawing Secondary, General Pencil Non-Toxic, Smooth Sketch, Thick Tip 1/8" Large Soft, Black Lead, 4B, Pack of 12 - NO ALTERNATE		B1330		
54	Pipe Cleaners, 12" Chenille, 4mm, Assorted Colors, 100/Pack	60	B1345		
55	Plates, Paper 9" Round (100/Pack) for Art Projects	30	B1346		
56	Post-it Notes, Pads, SUBMIT SAMPLE				
	<i>1-1/2 x 2" YELLOW</i>	1,008	C1403		
	<i>3 x 3 SQUARE YELLOW</i>	1300	C1404		
57	Rulers, Elementary Wood - 12" x 1" - 8ths One Side, and 16th Other Side	216	A1174		
58	Rulers, Elementary Plastic - 12" x 1" - 8ths One, Side and 16th Other Side	336	A1175		

** Vendors - Include item number on all items for which you are bidding

59	Scissors - 5" Blunt Stainless Steel Blade, Plastic Soft Grip, Straight Handle. Can be used by right and left handed students. SUBMIT SAMPLE	240	B1350		
60	Scissors - 5" Sharp Stainless Steel Blade, Plastic Soft Grip, Straight Handle. Can be used by right and left handed students. SUBMIT SAMPLE	168	B1352		
61	Scissors, Safety Plastic, 5-1/2", Blunt Point. SUBMIT SAMPLE	0	B1354		
62	Shears, Economy Teacher Heavy-duty, Clip Point, Straight Shears, Chrome Plated with Black Enamel Handles - 9" SUBMIT SAMPLE	60	A1176		
63	Staples - 1/2" x 1/4", Chiseled Point - 5,000/Box	200	A1178		
64	Tacks, Thumb - Steel 3/8" Solid Brass #2, 100/Box	30	A1179		
65	Dispenser	200	C1430		
66	Tape, Scotch Highland #5910, Transparent Cellophane, 1" Core - Rolls, NO ALTERNATE				
	1/2" x 1296"	1075	A1180		
	3/4" x 1296"	240	A1180a		
67	Tape, Scotch Highland #6200, Invisible, Magic Mending, 3/4" x 1296" - 1" Core - Roll , NO ALTERNATE	144	D1524		
68	Tape, Masking Tape, 1" x 60 yds., 24 mm Edge, Bulk Packing, 36 Rolls/Case	1,200	A1181		
69	Water Color Half Pans - Prang - 16 Assorted Colors, Semi-Moist, Oval Pan with Lids, AP Certified Non-Toxic, Secondary	0	B1366		
70	Flags 12" x 18"	60	A1116		
71	Flags Wall Brackets (For 12" x 18" for US Classrooms Class	60	A1117		
72	Index Cards, Ruled 4" x 6" (100/pack)	400	A1120		
73	Paper Chart Experience 24" x 36" SW White Pad, 1" Ruled, All Blue Ink, 2-hole Punch, No Margin (100 Sheets/Pad)	70	A1135		
76	Paper Towels, Multifold (Teachers Only) (16 Pack/Case)	60	A1152		
78	Paper Drawing-Manila 12" x 18" (500/Rim)	20	B1320		
79	Paper Drawing-White 9" x 12" (6 Rims/Case)	180	B1321		
81	Watercolor Sets, 16 Refillable Oval Pan Colors-Secondary	96	B1366		
82	Rubber Bands #18 Thin, 3x1/32x1/16, 1/4 LB Bag	100	C1428		
83	Rubber Bands #33 Thick, 1/4 LB Bag	250	C1429		

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84	Tape, Scotch 845 Book-2"	50	D1522		
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