

BID# 429-24-120-24
OFFICE & SCHOOL SUPPLIES
BID FORM CONTRACT PRICE LIST

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION N ALLOWED	EST ANNUAL USAGE	UNIT PRICE
1	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, BLACK	EA	OD02767	JUST BASICS	73913	AVERY PRODUCTS COR	Y	650	\$ 1.16
2	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, WHITE	EA	OD02765	JUST BASICS	73910	AVERY PRODUCTS COR	Y	2000	\$ 1.16
3	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, BLACK	EA	OD02768	JUST BASICS	73908	AVERY PRODUCTS COR	Y	50	\$ 2.62
4	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, WHITE	EA	OD02769	JUST BASICS	73907	AVERY PRODUCTS COR	Y	400	\$ 1.38
5	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, BLACK	EA	OD02773	JUST BASICS	73905	AVERY PRODUCTS COR	Y	100	\$ 3.01
6	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, WHITE	EA	OD02779	JUST BASICS	82364	AVERY PRODUCTS COR	Y	100	\$ 3.26
7	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, BLACK	EA	OD02785	JUST BASICS	73901	AVERY PRODUCTS COR	Y	50	\$ 3.64
8	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, WHITE	EA	OD02786	JUST BASICS	3585473900	AVERY PRODUCTS COR	Y	100	\$ 3.65
9	BOARD, POSTER, 22" X 28", 25/PPK	PK		HOUSE OR GENERIC	978039	ROYAL CONSUMER PRD	Y	100	\$ 0.51
10	BOOK, COMPOSITION, 6-7/8" X 8-1/2", 40 SHEETS, WIDE RULED	EA		HOUSE OR GENERIC	HPS-COMPCRG	HAIPHONG STATIONERY	Y	3800	\$ 0.61
11	BOOK, COMPOSITION, 9-3/4" X 7-1/2", 100 SHTS, WIDE RULED, MARBLED	EA		HOUSE OR GENERIC	HPS-COMPCRBK	HAIPHONG STATIONERY	Y	4500	\$ 0.61
12	BOX, SCHOOL, CLEAR, 2-3/16"H X 5-3/16"W X 8"D	EA	11445	CRA-Z-ART	11445	CRA Z ART CORPORATI	Y	2000	\$ 0.81
13	CALCULATOR, MINI POCKET	EA		HOUSE OR GENERIC	1120	NINGBO DELI IMP & EXP	Y	250	\$ 2.62
14	CARD, INDEX, 3" X 5", RULED, 100/CT	PK		HOUSE OR GENERIC	OD40153	TOPS PRODUCTS LLC	Y	700	\$ 0.72
15	CARD, INDEX, 3" X 5", UNRULED, 100/CT	PK		HOUSE OR GENERIC	OD30	TOPS PRODUCTS LLC	Y	300	\$ 0.72
16	CARD, INDEX, 5" X 8" RULED, 100/CT	PK		HOUSE OR GENERIC	OD51	TOPS PRODUCTS LLC	Y	50	\$ 2.03
17	CARD, INDEX, 5" X 8", UNRULED, 100/CT	PK		HOUSE OR GENERIC	OD10005	TOPS PRODUCTS LLC	Y	50	\$ 5.01
18	CLEANER, WHITE BOARD, 8 OZ	EA	SAN81803	EXPO	81803	NEWELL BRANDS DISTF	N	200	\$ 2.83
19	CLIPBOARD, LETTER SIZE, WOOD	EA		HOUSE OR GENERIC	05-612	SAUNDERS MIDWEST LI	Y	1500	\$ 2.14
20	CLIPS, BINDER, LARGE, 2" WIDE	DZ		HOUSE OR GENERIC	RTP-001958-HD-087-07	AVEN ON STATIONERY	Y	100	\$ 2.05
21	CLIPS, BINDER, MEDIUM 1-1/4" WIDE	DZ		HOUSE OR GENERIC	ODBC-BLK	AVEN ON STATIONERY	Y	230	\$ 1.37
22	CLIPS, BINDER, SMALL 3/4" WIDE	DZ		HOUSE OR GENERIC	ODBC-SML-BLK	AVEN ON STATIONERY	Y	300	\$ 1.02
23	CORRECTION TAPE, WHITE, 2/PPK	PK	6624	PAPERMATE	6624	NEWELL BRANDS DISTF	N	150	\$ 4.13
24	CRAYONS, CRAYOLA, LARGE SIZE, LIFT LID BOX, 8 COLOR SET	BX	BIN520080	CRAYOLA	52-0080	CRAYOLA LLC	N	1000	\$ 1.48
25	CRAYONS, CRAYOLA, STANDARD SET, 24 COLOR SET	BX	52-0024	CRAYOLA	52-3024	CRAYOLA LLC	N	2400	\$ 1.31
26	CRAYONS, CRAYOLA, TUCK BOX, 16 COLORS SET	BX	BIN520016	CRAYOLA	52-3016	CRAYOLA LLC	N	8000	\$ 1.13
27	DISPENSER, TAPE, BLACK, 1" CORE	EA	MMMC38BK	SCOTCH	C38-BK	3M CO	Y	150	\$ 2.59
28	ENVELOPES, #10 WHITE, PLAIN, 500/CT	BX		HOUSE OR GENERIC	ODP77145	TOPS PRODUCTS LLC	Y	70	\$ 10.78
29	ENVELOPES, CLASP, BROWN KRAFT, 10" X 13", 100/CT	BX		HOUSE OR GENERIC	ODP78997	TOPS PRODUCTS LLC	Y	70	\$ 9.36
30	ERASER, PENCIL CAP, RED, 144/CT	PK	PAP73015	PAPERMATE	73015	NEWELL BRANDS DISTF	N	140	\$ 4.74
31	ERASER, PINK, MEDIUM, 24/BX	BX		HOUSE OR GENERIC	RW139720	NEWELL BRANDS DISTF	Y	300	\$ 6.52
32	ERASER, PINK, SMALL, 36/BX	BX		HOUSE OR GENERIC		BLUE GIANT SHANGHAI	Y	100	\$ 1.65
33	ERASER, WHITE MAGIC RUB, 12/PPK	PK	73201	PRISMACOLOR	73201	NEWELL BRANDS DISTF	N	200	\$ 4.77
34	ERASER, WHITE BOARD	EA	SAN81505	EXPO	81505	NEWELL BRANDS DISTF	N	1000	\$ 1.70
35	FASTENER, BRASS, ROUND HEAD, 1", 100/PPK	PK		HOUSE OR GENERIC	ABEL-02	ABEL INDUSTRIES INTL	Y	150	\$ 1.32
36	FOLDER, FILE, LETTER, MANILA 1/3 CUT, 100/BX	BX	10341	SMEAD	4758140D	TOPS PRODUCTS LLC	Y	250	\$ 8.86
37	FOLDER, HANGING, LETTER SIZE, 1/3 CUT, GREEN, 25/CT	BX		HOUSE OR GENERIC	C13H	SMEAD MFG CO	Y	80	\$ 12.48
38	GLUE, STICK, 1.27OZ	EA	AVE00196	AVERY	196	AVERY PRODUCTS COR	Y	2500	\$ 1.35
39	GLUE, STICK, .21OZ, 12/PPK	PK	E510	ELMERS	KK5003B	NINGBO DELI IMP & EXP	Y	180	\$ 3.37
40	GLUE STICK, .24OZ, CLEAR, 30/PPK	PK	E556	ELMERS	E556	NEWELL BRANDS DISTF	Y	250	\$ 7.92
41	GLUE STICK, .24OZ, PURPLE, 30/PPK	PK	E555	ELMERS	E555	NEWELL BRANDS DISTF	Y	140	\$ 8.15
42	GLUE, WHITE, ELMERS, SCHOOL GLUE, 4OZ	EA	E304NR	ELMERS	E304NR	NEWELL BRANDS DISTF	N	2800	\$ 0.68
43	GLUE, WHITE, ELMERS, 7.625 OZ	EA	E1324NR	ELMERS	E1324NR	NEWELL BRANDS DISTF	N	1000	\$ 1.65
44	GLUE, WHITE, ELMERS, GALLON	EA	E340NR	ELMERS	E340NR	NEWELL BRANDS DISTF	N	50	\$ 13.85
45	HEADPHONES, ECONOMY	EA	597857	CYBER ACOUSTICS	597857	INGRAM MICRO INC	Y	200	\$ 6.28
46	HIGHLIGHTER, FLUORESCENT, ASSORTED COLORS, 6 CT	PK	25076	SHARPIE ACCENT	HY1066-AS	BEIFA GROUP CO LTD	N	200	\$ 3.05
47	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, SHARPIE	DZ	25025	SHARPIE ACCENT	25025	NEWELL BRANDS DISTF	N	250	\$ 5.66
48	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, ECONOMY	DZ		HOUSE OR GENERIC	H-2111BYE12	NINGBO WUYUN PEN M	Y	100	\$ 2.34
49	LABELS, LASER, ADDRESS, WHITE, 1" X 2-5/8", 3000/CT	BX	AVE5160	AVERY	5160	AVERY PRODUCTS COR	N	140	\$ 25.58
50	MARKERS, CRAYOLA, BROAD LINE, 8 COLOR SET	ST	BIN587708	CRAYOLA	58-7708	CRAYOLA LLC	N	1300	\$ 2.13

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51	MARKERS, CRAYOLA, THIN LINE, 8 COLOR SET	ST	BIN587709	CRAYOLA	58-7709	CRAYOLA LLC	N	1000	\$ 2.13
52	MARKER, DRY ERASE, CHISEL TIP, 4 COLOR SET, LOW ODOR	ST	80074	EXPO	AVE24409	ESSENDANT CO	N	70	\$ 4.36
53	MARKER, DRY ERASE, CHISEL TIP, ASSORTED COLORS, LOW ODOR, 12/PK	DZ	81043	EXPO		NEWELL BRANDS DISTR	N	300	\$ 9.98
54	MARKER, DRY ERASE, CHISEL TIP, BLACK, LOW ODOR, 12/PK	DZ	80001	EXPO		NEWELL BRANDS DISTR	N	500	\$ 9.98
55	MARKER, DRY ERASE, CHISEL TIP, GREEN, LOW ODOR, 12/PK	DZ	80004	EXPO		NEWELL BRANDS DISTR	N	50	\$ 9.98
56	MARKER, DRY ERASE, CHISEL TIP, RED, LOW ODOR, 12/PK	DZ	80002	EXPO		NEWELL BRANDS DISTR	N	50	\$ 9.98
57	MARKER, DRY ERASE, FINE POINT, BLACK, LOW ODOR, 12/PK	DZ	86001	EXPO		NEWELL BRANDS DISTR	N	300	\$ 7.78
58	MARKER, SHARPIE, FINE POINT, BLACK, 12/PK	DZ	30001	SHARPIE		NEWELL BRANDS DISTR	N	300	\$ 6.65
59	MOUSE, FULL SIZE, USB	EA		HOUSE OR GENERIC	38B929	INGRAM MICRO INC	Y		\$ 7.54
60	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, COLLEGE RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC	CJV202207	CHANGJIANG PAPER HK	Y	800	\$ 0.75
61	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, WIDE RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC	OD-779444	HAIPHONG STATIONERY	Y	500	\$ 1.19
62	NOTES, STICKY, YELLOW, 1-1/2" X 2", 24/PK	PK	65324VAD	POST-IT	653-24VAD	3M CO	N	60	\$ 8.30
63	NOTES, STICKY, YELLOW, 3" X 3", 24/PK	PK	65424VAD	POST-IT	654-24VAD	3M CO	N	70	\$ 16.34
64	NOTES, STICKY, YELLOW, 3" X 5", 24/PK	PK	65524VAD	POST-IT	655-24VAD	3M CO	N	20	\$ 25.93
65	PAD, CHART, 1" RULED, 24" X 32", 25 SHEETS	EA	74610	PAON	P0074610	DIXON TICONDEROGA C	Y	200	\$ 4.65
66	PAD, WRITING, 8-1/2" X 11-3/4", CANARY, 12/PK	DZ		HOUSE OR GENERIC	TOP7532	ESSENDANT CO	Y	50	\$ 18.53
67	PAINT, TEMPERA, WASHABLE 16 OZ, BLACK	EA	CY0543115051	CRAYOLA	CY0543115051	SP RICHARDS	N	150	\$ 3.01
68	PAINT, TEMPERA, WASHABLE 16 OZ, BROWN	EA	CY0543115007	CRAYOLA	54-3115-07	CRAYOLA LLC	N	100	\$ 2.99
69	PAINT, TEMPERA, WASHABLE 16 OZ, GREEN	EA	CY0543115044	CRAYOLA	54-3115-44	CRAYOLA LLC	N	140	\$ 2.99
70	PAINT, TEMPERA, WASHABLE 16 OZ, MAGENTA	EA	CY0543115069	CRAYOLA	54-2128-69	CRAYOLA LLC	N	70	\$ 14.93
71	PAINT, TEMPERA, WASHABLE 16 OZ, ORANGE	EA	CY0543115036	CRAYOLA	54-3115-36	CRAYOLA LLC	N	100	\$ 2.99
72	PAINT, TEMPERA, WASHABLE 16 OZ, RED	EA	CY0543115038	CRAYOLA	54-3115-38	CRAYOLA LLC	N	180	\$ 2.99
73	PAINT, TEMPERA, WASHABLE 16 OZ, TURQUOISE	EA	CY0543115048	CRAYOLA			N	70	
74	PAINT, TEMPERA, WASHABLE 16 OZ, ULTRA BLUE	EA	CY0543115042	CRAYOLA	54-3115-42	CRAYOLA LLC	N	100	\$ 2.99
75	PAINT, TEMPERA, WASHABLE 16 OZ, WHITE	EA	CY0543115053	CRAYOLA	54-3115-53	CRAYOLA LLC	N	300	\$ 3.01
76	PAINT, TEMPERA, WASHABLE 16 OZ, YELLOW	EA	CY0543115034	CRAYOLA	54-3115-34	CRAYOLA LLC	N	200	\$ 2.99
77	PAINT, WATERCOLOR, 8 COLOR SET	ST	530525	CRAYOLA	53-0525	CRAYOLA LLC	N	800	\$ 1.61
78	PAPER CLIPS, JUMBO, 100/BX, 10/PK	PK		HOUSE OR GENERIC		OFFICEMATE LLC	Y	170	\$ 4.46
79	PAPER CLIPS, REGULAR #1, 100/BX, 10/PK	PK		HOUSE OR GENERIC		OFFICEMATE LLC	Y	70	\$ 3.66
80	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLACK	RL	PAC101209	PACON	P101209	DIXON TICONDEROGA C	N	10	\$ 101.27
81	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLUE	RL	PAC101206	PACON	P101206	DIXON TICONDEROGA C	N	5	\$ 136.98
82	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, DARK BROWN	RL	PAC101207	PACON	P101207	DIXON TICONDEROGA C	N	5	\$ 155.76
83	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, GOLD	RL	PAC101211	PACON	P101211	DIXON TICONDEROGA C	N	5	\$ 112.00
84	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, GOLD	RL	PAC101202	PACON	P101202	DIXON TICONDEROGA C	N	5	\$ 130.51
85	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV RED	RL	PAC101203	PACON	P101203	DIXON TICONDEROGA C	N	10	\$ 109.17
86	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, ORANGE	RL	PAC101200	PACON	P0067101	DIXON TICONDEROGA C	N	10	\$ 85.28
87	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PINK	RL	PAC101204	PACON	P101204	DIXON TICONDEROGA C	N	5	\$ 104.31
88	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PURPLE	RL	PAC101210	PACON	P101210	DIXON TICONDEROGA C	N	5	\$ 112.00
89	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, SKY BLUE	RL	PAC101205	PACON	P101205	DIXON TICONDEROGA C	N	10	\$ 142.24
90	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, WHITE	RL	PAC101208	PACON		SOUTHCOAST SOLUTIONS	N	10	\$ 114.70
91	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, YELLOW	RL	PAC101201	PACON	P101201	DIXON TICONDEROGA C	N	10	\$ 121.80
92	PAPER, QUADRILLE, 8-1/2" X 11", 1/4" SQUARES, WHITE, 500/CT	PK	2862	PACON	P2862	DIXON TICONDEROGA C	Y	20	\$ 9.66
93	PAPER, COMPOSITION 3/8" RULE, 8-1/2" X 11", UNPUNCHED, 500/CT	PK	2401	PACON	P2401	DIXON TICONDEROGA C	Y	70	\$ 6.82
94	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", 3-HOLE PUNCHED, 500/CT	PK	2402	PACON	TBA2	PT PABRIK KERTAS TJM	Y	150	\$ 4.11
95	PAPER, COMPOSITION, 12" X 18", ASSORTED, 50/PK	PK	PAC103063	PACON	P103063	DIXON TICONDEROGA C	N	120	\$ 4.61
96	PAPER, CONSTRUCTION, 12" X 18", ASSORTED BRIGHT, 50/PK	PK	PAC102941	PACON	P102941	DIXON TICONDEROGA C	N	40	\$ 3.65
97	PAPER, CONSTRUCTION, 12" X 18", ATOMIC BLUE, 50/PK	PK	PAC103401	PACON	PAC103401-3	EDUCATORS RESOURC	N	10	\$ 27.00
98	PAPER, CONSTRUCTION, 12" X 18", BLACK, 50/PK	PK	PAC103061	PACON	P103061	DIXON TICONDEROGA C	N	1000	\$ 3.67
99	PAPER, CONSTRUCTION, 12" X 18", BLUE, 50/PK	PK	PAC103054	PACON	P103054	DIXON TICONDEROGA C	N	500	\$ 3.73
100	PAPER, CONSTRUCTION, 12" X 18", BRILLIANT LIME, 50/PK	PK	PAC103425	PACON	103425EA	DIXON TICONDEROGA C	N	250	\$ 4.94
101	PAPER, CONSTRUCTION, 12" X 18", DARK BROWN, 50/PK	PK	PAC103056	PACON	P103056	DIXON TICONDEROGA C	N	120	\$ 5.36
102	PAPER, CONSTRUCTION, 12" X 18", DARK GREEN, 50/PK	PK	PAC103053	PACON	102961EA	DIXON TICONDEROGA C	N	50	\$ 5.02
103	PAPER, CONSTRUCTION, 12" X 18", FESTIVE GREEN, 50/PK	PK	PAC103038	PACON	P103038	DIXON TICONDEROGA C	N	450	\$ 3.76
104	PAPER, CONSTRUCTION, 12" X 18", FESTIVE RED, 50/PK	PK	PAC103432	PACON	P103432	DIXON TICONDEROGA C	N	500	\$ 3.72
105	PAPER, CONSTRUCTION, 12" X 18", GOLD, 50/PK	PK	PAC102998	PACON	P102998	DIXON TICONDEROGA C	N	80	\$ 4.22

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106	PAPER, CONSTRUCTION, 12" X 18", GRAY, 50/PK	PK	PAC103059	PACON	103059EA	DIXON TICONDEROGA C	N	100	\$ 4.42
107	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY GREEN, 50/PK	PK	PAC102961	PACON	102961EA	DIXON TICONDEROGA C	N	150	\$ 5.02
108	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY RED, 50/PK	PK	PAC102994	PACON	SI1021C	SUPER IMPEX	N	200	\$ 2.73
109	PAPER, CONSTRUCTION, 12" X 18", LIGHT YELLOW, 50/PK	PK	PAC103046	PACON	P103036	DIXON TICONDEROGA C	N	30	\$ 3.84
110	PAPER, CONSTRUCTION, 12" X 18", MAGENTA, 50/PK	PK	PAC103032	PACON	103032EA	DIXON TICONDEROGA C	N	100	\$ 4.69
111	PAPER, CONSTRUCTION, 12" X 18", ORANGE, 50/PK	PK	PAC103034	PACON	P103034	DIXON TICONDEROGA C	N	350	\$ 3.78
112	PAPER, CONSTRUCTION, 12" X 18", PINK, 50/PK	PK	PAC103044	PACON	103044EA	DIXON TICONDEROGA C	N	200	\$ 4.38
113	PAPER, CONSTRUCTION, 12" X 18", PUMPKIN, 50/PK	PK	PAC103426	PACON	P103034	DIXON TICONDEROGA C	N	50	\$ 3.78
114	PAPER, CONSTRUCTION, 12" X 18", PURPLE, 50/PK	PK	PAC103051	PACON	P103051	DIXON TICONDEROGA C	N	170	\$ 4.79
115	PAPER, CONSTRUCTION, 12" X 18", RED, 50/PK	PK	PAC103062	PACON	P103432	DIXON TICONDEROGA C	N	70	\$ 3.72
116	PAPER, CONSTRUCTION, 12" X 18", ROYAL BLUE, 50/PK	PK	PAC103049	PACON	P103049	DIXON TICONDEROGA C	N	230	\$ 4.32
117	PAPER, CONSTRUCTION, 12" X 18", SALMON, 50/PK	PK	PAC103042	PACON	103044EA	DIXON TICONDEROGA C	N	70	\$ 4.38
118	PAPER, CONSTRUCTION, 12" X 18", SCARLET RED, 50/PK	PK	PAC103040	PACON	SI1021C	SUPER IMPEX	N	20	\$ 2.73
119	PAPER, CONSTRUCTION, 12" X 18", SHOCKING PINK, 50/PK	PK	PAC103045	PACON	103045	DIXON TICONDEROGA C	N	150	\$ 5.09
120	PAPER, CONSTRUCTION, 12" X 18", SKY BLUE, 50/PK	PK	PAC103048	PACON	P103048	DIXON TICONDEROGA C	N	300	\$ 3.68
121	PAPER, CONSTRUCTION, 12" X 18", SLATE, 50/PK	PK	PAC103060	PACON	103059EA	DIXON TICONDEROGA C	N	30	\$ 4.42
122	PAPER, CONSTRUCTION, 12" X 18", TAN, 50/PK	PK	PAC103055	PACON	SI1003C	SUPER IMPEX	N	250	\$ 2.02
123	PAPER, CONSTRUCTION, 12" X 18", TURQUOISE, 50/PK	PK	PAC103039	PACON	PAC103041	SP RICHARDS	N	450	\$ 5.30
124	PAPER, CONSTRUCTION, 12" X 18", VIOLET, 50/PK	PK	PAC103041	PACON	P103057	DIXON TICONDEROGA C	N	300	\$ 3.94
125	PAPER, CONSTRUCTION, 12" X 18", WARM BROWN, 50/PK	PK	PAC103057	PACON	P103058	DIXON TICONDEROGA C	N	1400	\$ 3.87
126	PAPER, CONSTRUCTION, 12" X 18", WHITE, 50/PK	PK	PAC103058	PACON	P103036	DIXON TICONDEROGA C	N	550	\$ 3.84
127	PAPER, CONSTRUCTION, 12" X 18", YELLOW, 50/PK	PK	PAC103036	PACON	843923ODRM	DOMTAR PAPER CO LLC	Y	30	\$ 9.23
128	PAPER, COPY, 11" X 17", 500/SHTS	PK		HOUSE OR GENERIC	INK-956112-24	INKOLOGY LLC	Y	130	\$ 1.41
129	PAPER, FILLER, 8-1/2" X 11", WHITE, COLLEGE RULED, 3-HOLE PUNCH, 150/PK	PK		HOUSE OR GENERIC	P0059530	DIXON TICONDEROGA C	N	70	\$ 5.05
130	PAPER, TISSUE, 20" X 30", 100/CT, ASSORTED COLORS	PK	PAC58516	PACON	PAP2124515	SP RICHARDS	Y	130	\$ 2.15
131	PEN, BALLPOINT, FINE POINT, BLACK, 12/PK	DZ	PAP33811	PAPERMATE	GSF11BLU	BIC CORP	Y	200	\$ 1.45
132	PEN, BALLPOINT, FINE POINT, BLUE, 12/PK	DZ	PAP33611	PAPERMATE	3321131C	NEWELL BRANDS DISTR	Y	120	\$ 1.75
133	PEN, BALLPOINT, FINE POINT, RED, 12/PK	DZ	PAP3371131	PAPERMATE	GSM11BLK	BIC CORP	Y	160	\$ 1.28
134	PEN, BALLPOINT, MEDIUM POINT, BLACK, 12/PK	DZ	PAP3331131C	PAPERMATE	GSM11BLU	BIC CORP	Y	300	\$ 1.25
135	PEN, BALLPOINT, MEDIUM POINT, BLUE, 12/PK	DZ	PAP3311131C	PAPERMATE	3321131C	NEWELL BRANDS DISTR	Y	200	\$ 1.75
136	PEN, BALLPOINT, MEDIUM POINT, RED, 12/PK	DZ	PAP3321131C	PAPERMATE	MMP31-AST	BIC CORP	N	350	\$ 3.08
137	PEN, BALLPOINT, 4-COLOR RETRACTABLE, ASSORTED COLORS, 3/PK	PK	MMP31-AST	BIC	11001539	CHINA FIRST PENCIL CO	Y	600	\$ 1.20
138	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, PRESARPENED, 12/PK	PK	DZ	HOUSE OR GENERIC	11001532	DIXON TICONDEROGA C	Y	160	\$ 6.23
139	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, 72/PK	PK	DZ	HOUSE OR GENERIC	13882	DIXON TICONDEROGA C	N	2700	\$ 1.48
140	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, 12/PK	DZ	DIX13882	DIXON TICONDEROGA	13806	DIXON TICONDEROGA C	N	700	\$ 1.45
141	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESARPENED, 12/PK	DZ	DIX13806	DIXON TICONDEROGA	13830	DIXON TICONDEROGA C	N	200	\$ 4.73
142	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESARPENED, 30/PK	PK	DIX13830	DIXON TICONDEROGA	13308	DIXON TICONDEROGA C	N	500	\$ 3.49
143	PENCIL, BEGINNER, YELLOW #2, WITH ERASER, 12/PK	DZ	DIX13308	DIXON TICONDEROGA	68-4012	CRAYOLA LLC	N	3600	\$ 1.55
144	PENCIL, COLORED, CRAYOLA, SET OF 12 COLORS	PK	684012E	CRAYOLA	MP11	BIC CORP	Y	50	\$ 3.16
145	PENCIL, MECHANICAL, 7MM, 12/PK	DZ	30301	PAPERMATE	PPMW201401	NINGBO SNS IMP AND E	Y	530	\$ 1.01
146	PENCIL POUCH, MESH WINDOW, 7" X 9-3/4", ASSORTED COLORS	EA	PPMW201401	OFFICE DEPOT	57572	TOPS PRODUCTS LLC	Y	220	\$ 3.20
147	PORTFOLIOS, TWIN POCKET, DARK BLUE, 10/PK	PK		HOUSE OR GENERIC	ODV433508	THREE COLOR STONE M	Y	250	\$ 3.62
148	PORTFOLIOS, TWIN POCKET, RED, 10/PK	PK		HOUSE OR GENERIC	ODV988212	THREE COLOR STONE M	Y	250	\$ 2.24
149	PORTFOLIOS, TWIN POCKET, YELLOW, 10/PK	PK		HOUSE OR GENERIC	E904	NEWELL BRANDS DISTR	N	140	\$ 2.46
150	RUBBER CEMENT, 4 OZ	EA	E904	ELMERS	2454808	ALLIANCE RUBBER CO	Y	30	\$ 1.00
151	RUBBERBANDS, ASSORTED SIZES, 1 LB BAG	EA		HOUSE OR GENERIC	10702	ACME UNITED CORP	Y	550	\$ 0.36
152	RULER, 12", WOODEN, SINGLE EDGE	EA		HOUSE OR GENERIC	13168	ACME UNITED CORP	Y	350	\$ 1.31
153	SCISSORS, 5", BLUNT TIP, COMFORT GRIP, 2/PK	PK	1535201005	SCHOOL WORKS	13168	ACME UNITED CORP	Y	340	\$ 1.31
154	SCISSORS, 5", BLUNT TIP, HARD HANDLE, 2/PK	PK	13168	WESTCOTT	13132	ACME UNITED CORP	Y	140	\$ 1.19
155	SCISSORS, 5", POINTED TIP, HARD HANDLE, 2/PK	PK	13132	WESTCOTT	55872-001	ACME UNITED ASIA PAC	Y	900	\$ 0.67
156	SCISSORS, 8", POINTED, LIGHTWEIGHT	EA		HOUSE OR GENERIC	P5166	DIXON TICONDEROGA C	Y	20	\$ 3.94
157	SENTENCE STRIPS, 3" X 24", MANILA, 100/CT	PK	5157	PACON	1675X	NEWELL BRANDS DISTR	N	100	\$ 25.99
158	SHARPENER, PENCIL, ELECTRIC, BLUE	EA	1675	X-ACTO	APS0500N	BEIFA GROUP CO LTD	Y	1000	\$ 0.58
159	SHARPENER, PENCIL, MANUAL, DOUBLE HOLE, W/ RECEPTACLE	EA		HOUSE OR GENERIC	697119	COMIX ASIA LTD	Y	200	\$ 2.33
160	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 25/PK	PK		HOUSE OR GENERIC					

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTIO N ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
161	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 200/PK	PK		HOUSE OR GENERIC	CL162067	ESSENDANT CO	Y	50	\$ 14.85
162	STAPLE REMOVER	EA		HOUSE OR GENERIC	BSN65650	SP RICHARDS	Y	100	\$ 0.74
163	STAPLER, STANDARD, FULL STRIP, BLACK, COMMERCIAL METAL	EA	44401	SWINGLINE	2257	AMAX INC	Y	160	\$ 3.40
164	STAPLER, STANDARD, FULL STRIP, BLACK, PLASTIC	EA	SWI54501	SWINGLINE	2257	AMAX INC	Y	200	\$ 3.40
165	STAPLES, STANDARD, 1/4", 5000/BX	BX	SWI35108	SWINGLINE	SWI35108	ACCO BRANDS USA LLC	Y	500	\$ 1.74
166	TAPE, MASKING, 1" X 60 YDS	RL	26001	HIGHLAND	232-1	3M CO	Y	400	\$ 11.63
167	TAPE, MASKING, BLUE, 1" X 60 YDS, 3" CORE (PAINTERS TAPE)	RL	2090-1E	SCOTCH	2090-1E	3M CO	Y	120	\$ 3.46
168	TAPE, TRANSPARENT, 3/4" X 1296"	RL	MMM600-341296	SCOTCH	5910-3/4	3M CO	N	40	\$ 1.14
169	TAPE, TRANSPARENT, 3/4" X 1296", 1" CORE, 6/PK	PK	MMM600-6PK	SCOTCH	600-6PK	3M CO	N	130	\$ 11.09
170	TAPE, MAGIC 810, 3/4" X 27.7 YDS, 12/PK	PK	MMM810K12	SCOTCH	810K12	3M CO	N	80	\$ 20.85



May 23, 2024

Newport-Mesa Unified School District
Purchasing Department, Bldg. A
Attention Jonathan Geisler, Buyer
2985 Bear St.
Costa Mesa, CA 92626

RE: Bid 120-24, Office & School Supplies

Dear Mr. Hayes,

ODP Business Solutions® appreciates the opportunity to participate in the Newport-Mesa Unified School District (District) office and school supplies proposal. We're committed to not only fulfilling the requirements of your proposal, but also helping your District succeed for the long term.

Should we be selected, you can count on us to put all of the benefits of our relationship to work for you — including access to our 25 distribution centers and world-class supply chain, 24/7 e-commerce platform, and with 37 years of experience, knowledge and transformative thinking from our account team — helping you receive the outstanding service you truly deserve.

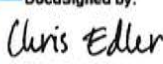
As a leading K-12 solutions and product services provider, we understand that the goals of your organization are evolving, so we continuously invest in state-of-the-art tools and technology to improve quality, fulfillment and delivery service. That's why we believe you should have more than a supplier in your corner — you deserve a collaborator that delivers on big initiatives while still focusing on the smallest details.

In addition to offering core products and services, we tailor solutions to meet the specific priorities of your District, so you can stay agile, adaptive and ahead of an ever-bending curve. We also provide mobile optimization, enhanced dashboard analytics, and subscription services for your organization. Additional benefits include:

- Customizable ordering by case, box, pallet or simple single orders — with no minimum quantity
- Innovative stocking strategy that optimizes our customer service and supply chain efficiencies
- Relationships with more than 200 third-party vendors who support us with stocked products or can ship a vast array of items directly to District.
- Solutions to help you meet your sustainability and diversity objectives

On behalf of everyone at ODP Business Solutions, we sincerely hope that our proposal meets your objectives. We look forward to presenting more information on our programs and capabilities, and we welcome a discussion of any additional requirements you may have.

Sincerely,

DocuSigned by:

FD23D0A4DA28493...
Vice President

Enclosures



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. 120-24

OFFICE & SCHOOL SUPPLIES

DATE ISSUED: April 30, 2024

DATE DUE: May 23, 2024 BY 2:00 P.M.

BUYER: Jonathan Geiszler

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Bid # 120-24 Office & School Supplies

Notice Calling for Bids

Instruction for Bidders

* Bid Form (Signature Required)

* Bid Form Price Worksheet

Operational Requirements

* References

* Non-collusion Declaration

***IF THESE ITEMS ARE NOT SUBMITTED AT THE TIME OF THE BID OPENING, THE BIDDER WILL BE DECLARED NONRESPONSIVE.**

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

BID # 120-24
OFFICE & SCHOOL SUPPLIES

Date and Time of Bid Opening: **May 23, 2024, 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.

Bids must be received by the Newport Mesa Unified School District no later than May 23, 2024 by 2:00 pm and shall be in a sealed envelope clearly marked "BID 120-24"

Bid documents may be obtained from the District's PlanetBids web Portal at;
<https://vendors.planetbids.com/portal/46422/portal-home>

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: April 30, 2024

Jonathan Geiszler
Director, Purchasing & Warehouse

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

INSTRUCTIONS FOR BIDDERS

BID NO. 120-24

OFFICE & SCHOOL SUPPLIES

1. **PREPARATION OF BID FORM:** The Newport-Mesa Unified School District, hereinafter referred to as District, invites bids on the forms enclosed to be submitted no later than **May 23, 2024 by 2:00 pm.** All blanks on the bid form must be appropriately filled in. Each bid must be submitted in a separate sealed envelope bearing on the outside the bid number and closing date. It is the sole responsibility of the bidder to ensure that their bid is received at the location specified in paragraph 2 below, no later than the time and date specified. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.
2. **BID SUBMISSION ADDRESS:** Bids shall be submitted to the Purchasing Department of the District. If bids are hand delivered or delivered by a delivery service (i.e. UPS, Federal Express, U.S. Mail, or private courier) they shall be delivered to the **Purchasing Department, District Education Center, Building A**, located at **2985 Bear St., Costa Mesa, CA, 92626.**

TO BE CONSIDERED, ALL BIDS MUST BE RECEIVED IN THE PURCHASING DEPARTMENT BY THE TIME AND DATE OF CLOSING. (NOTE: BIDDERS WHO MAIL THEIR BIDS SHOULD ALLOW SUFFICIENT TIME FOR THE INTERNAL DISTRIBUTION OF MAIL WITHIN THE DISTRICT.)

FAXED BIDS AND BIDS RECEIVED IN THE PURCHASING DEPARTMENT AFTER DATE AND TIME INDICATED HEREIN WILL NOT BE ACCEPTED.

3. **BID OPENING READING:** All bids shall be publicly opened and read aloud at the time and date indicated above, at the District's **Purchasing Department, District Education Center, Building A**, located at **2985 Bear St., Costa Mesa, CA 92626.**
4. **SIGNATURE:** All bids must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the bid. Unsigned bids will be considered non-responsive, thus resulting in rejection of the bid.
5. **MODIFICATIONS:** Changes in or additions to the bid form, alternate bids, or any other modifications of the bid form which are not specifically called for in the bid documents may result in District's rejection of the bid as not being responsive to this invitation to bid. Oral, telephone, telegraphic, or facsimile bids or modifications will not be considered.

6. **ERASURES:** The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is initialed in the margin immediately opposite the correction by the person or persons signing the bid.
7. **WITHDRAWAL OF BID:** Any bidder may withdraw his bid personally or by written request, to the Director of Purchasing and Warehouse, at any time prior to the scheduled closing time for receipt of bids. Any request for withdrawal received after the hour set for the opening of the bids will not be honored.
8. **INTERPRETATION OF BID DOCUMENTS:** Bidders who find discrepancies in or omissions from the bid documents may submit to the Director of Purchasing and Warehouse a written request for clarification or correction thereof. A copy of all requests for clarification and the response thereto will be emailed to all bidders. Corrections will be made by addenda issued to each bidder. The District will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid automatically. Questions regarding the bid shall be posted to the bid page on the District PlanetBids Web Portal.
9. **AWARD OF A CONTRACT:** The District reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or the bidding, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the purpose for which they are intended.
It is the District's intent to award a contract to a single firm who is determined to be the lowest responsive, responsible bidder. **Award will be made to the firm who is the lowest bidder on the greatest number of the items contained in the bid form worksheet only. Please submit prices on each item. If an item is not being bid on, please indicate N/A or No-Bid.**
Although the District may request category percentage off discounts from bidders these discounts will not be considered in the award process, nor will the potential price increases submitted for additional years under this contract as the initial award is for one year only. In the event of equal bids, the award shall be made to the bidder located within the State of California, the County of Orange. All bids shall remain open and valid and subject to acceptance for sixty (60) days after the bid opening date.
10. **PRICES:** Bid each item separately. Prices must be stated in units specified or trade standard. The right is reserved to waive any informality in bids, to reject any or all bids, and to accept or reject any item or combination of items. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct. Quote prices net including trade discounts, F.O.B. DESTINATION, FRT. PREPAID.
11. **QUANTITIES:** Quantities shown in Bid Form are estimates only, based on the best information available at the time. The District reserves the right to purchase more or less of the units specified at the unit cost bid.

12. ADDITIONAL QUANTITIES: The Board desires the option to purchase additional quantities of the above item(s). State if you will accept orders for the additional quantities at the same prices, terms and conditions, providing additional quantity does not exceed that shown above and providing the Board exercises option before End of Contract, 20 .

Option Granted X

Option Not Granted

13. SAMPLES: Samples may be requested before an award is made. If requested prior to award, samples should be submitted to the District's Purchasing Department. Samples shall be provided at no expense to the District within five (5) days of request and shall become the property of the District. Failure to provide samples as requested shall be cause for rejection of the bid.

All packages containing samples must be clearly labeled with bidder's name, bid number, and each sample clearly identified as to the item number under which the sample is to be considered.

If, in the opinion of the District, an item purchased on the bid does not conform to specifications or perform to the standards of the previous samples submitted, the District reserves the right to have the product tested by an independent laboratory. If the test shows that the product does not conform to specifications or meet the standards of the samples submitted, the cost of testing will be charged to the successful bidder and the contract may be canceled under the TERMINATION FOR DEFAULT section of the bid.

14. DELIVERY REQUIREMENT: Timely delivery is essential. Delivery time shall be a factor in determining the award, as well as quality and price. Delivery shall be F.O.B. DESTINATION, FRT. PREPAID to the delivery location designated by the ordering school and/or administrative department for all transactions. No additional cost of shipping, handling, fuel surcharge, unloading or inside delivery charges will be allowed or accepted at any time during the contract period. Delivery must include packing slip that indicates the Purchase Order and Vendor Order numbers that will be given when an order is placed. Lift gate and inside delivery will be required. Installation shall require furnishing, delivering, assembling, setting in place, and installing items listed. Carting away debris will be the sole responsibility of the vendor. Vendor shall be required to deliver in stock equipment/supplies to various District locations (up to approximately 40 sites) within one (1) business day upon receipt of order.

15. DELIVERY SCHEDULE: The District requires delivery by (**see information provided in attached "Operational Summary and Requirements" section**). The District reserves the right to make award based on delivery time quoted.

16. BRANDS: Brand names are included for descriptive purposes to indicate the quality, design, and utility desired by the District, but the specifications are not intended to restrict competition. Brands of equal make or type to those specified will be considered unless otherwise so indicated in the bid. Each bidder shall indicate the manufacturer's name and model number of the brand(s) being bid (even if indicated in the specification) and may require testing in accordance with the INSPECTION AND ACCEPTANCE provision of this

bid. "CAUTION TO BIDDERS: The Purchasing Department is not responsible for locating or securing any information which is not identified in the bid and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available the bidder must furnish as part of the bid all descriptive material such as cuts, illustrations, drawings, or other information, necessary to the purchasing activity to (1) determine whether the product offered meets the salient characteristic requirements of the Invitation to Bid, and (2) establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the purchasing activity."

17. INSURANCE: Prior to issuance of a purchase order, the successful bidder shall furnish the District with insurance endorsements evidencing insurance coverage and further indicating that the successful bidder's policies have been endorsed to name the "Newport-Mesa Unified School District" as an additional insured thereon, with provision made for cross liability. The endorsements shall further provide the "Successful bidder's policy is primary over any insurance carried by the District and that "the policy will not be cancelled or materially changed without thirty (30) calendar days' prior written notice" being given to the District's Purchasing Department. During the term of the contract, the successful bidder shall, at its own cost and expense maintain the following types of insurance:

- i. Commercial General Liability Coverage, "occurrence" form only, to include bodily injury and property damage for premises and operations, contractual liability, independent contractors, personal and advertising injury, and wrongful termination with a combined single limit not less than \$1,000,000 per occurrence and an annual general aggregate limit not less than \$2,000,000. The policy shall be endorsed to name the District, its governing boards and commissions and the individuals thereof, and all its officers, agents, employees, representatives and volunteers, as additional insured.
- ii. Workers' Compensation insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of \$1,000,000 per accident.
- iii. Business Automobile Liability Coverage with limits as required by the State of California.
- iv.

18. FAILURE TO PROVIDE EVIDENCE OF INSURANCE, POST SECURITY, OR EXECUTE CONTRACT: In the event the bidder to whom a notice of intent to award a contract is given, fails or refuses to provide the certificates of insurance, required bonds, or return properly executed copies of the contract within seven (7) calendar days from the date of receiving said notice, the District may declare the successful bidder as nonresponsive to this solicitation and re-issue a notice of intent to award a contract to the next lowest responsive and responsible bidder, or may call for new bids.

19. DEFAULT: In the event the bidder to whom a contract is awarded fails to perform in accordance with the terms and conditions of the bid or the contract, the District may

terminate their orders, in whole or in part, in accordance with the TERMINATION FOR DEFAULT provision of this bid.

20. TERMINATION FOR DEFAULT: The District may, by written notice of default to the successful bidder, terminate the contract in whole or in part if:

A. The successful bidder fails or neglects to perform any of the services listed herein in the manner and time specified, or if, in the opinion of the District, the items(s) provided fail to perform satisfactorily;

OR

B. The successful bidder fails to perform any of the other provisions of the bid or purchase order and does not cure such failure within a period of two (2) days (or such longer period as the District may authorize in writing) after receipt of notice from the Newport-Mesa Unified School District specifying such failure.

In the event the District terminates the contract, in whole or in part, the District may acquire equipment, similar to those so terminated from another source and the successful bidder shall be liable for any excess costs of acquisitions of such similar supplies.

21. VENDOR NOT OFFICER, EMPLOYEE, OR AGENT OF DISTRICT: While engaged in carrying out the terms and conditions of the contract, the successful bidder is an independent contractor and not an officer, employee, or agent of the District.
22. EVIDENCE OF RESPONSIBILITY: Upon request of the District, a bidder whose bid is under consideration for award shall promptly submit satisfactory evidence showing their financial resources. The District may also request the names of at least three (3) references for whom similar supplies or equipment were provided during the previous year. The bidder must furnish this list within three (3) days after request. Failure to do so will be sufficient cause for default and the District may declare the successful bidder as nonresponsive to this solicitation and re-issue a notice of intent to award a contract to the next lowest responsive and responsible bidder, or may call for new bids.
23. ANTI-DISCRIMINATION: It is the policy of the Newport-Mesa Unified Board of Education that in connection with all services performed for the District, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and California State laws including, but not limited to, the California Fair Employment Practice Act beginning with Labor Code Sections 1410 and 1735. In addition, the bidder agrees to require like compliance by all subcontractors employed by him.

24. INSPECTION AND ACCEPTANCE: All items provided under the contract shall meet or exceed the bid specifications and shall comply with all Federal and California State laws governing their production, handling, processing and labeling. Inspection and acceptance of all items shall be at DESTINATION. Items found to be defective or not in accordance with the bid specifications shall be replaced by the successful bidder at no cost to the District. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of this bid.
25. INSPECTION OF BIDDER'S FACILITY: The District reserves the right to inspect the facilities of the bidder prior to award of the contract, and, if representatives of the District determine after such inspection that the bidder is not capable of performing satisfactorily to the District, his bid will be ruled nonresponsive. Additionally, the District reserves the right to inspect the successful bidder's facility during the contract period.
26. INDEMNIFICATION: Bidder agrees to defend, indemnify, save, and hold harmless the District and any of their governing bodies, the individuals, thereof, and all officers, agents, employees, representatives, and volunteers from all loss, cost, and expense (including, but not by way of limitation, attorneys' fees and other related legal costs) arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of the Bidder's performance or failure to perform services under this Bid, or resulting from or in any way directly or indirectly connected with the performance or nonperformance of the District, pertaining to this bid. Bidder further agrees to waive all rights of subrogation against the District and shall pay for any and all injury, damage, or loss to the District. The provisions of this indemnification clause shall not be limited to the availability or collectability of insurance coverage, nor do these provisions apply to any injury, damage or loss caused solely by the negligence of the District.
27. PROTESTS AFTER AWARD: Any protest against the award of a contract pursuant to this bid must be received within five (5) calendar days after the notification of the posting of preliminary bid results. The District shall not be obligated to consider protests received after the above-specified deadlines. All protests must be in writing and submitted to the Director of Purchasing and Warehouse.
28. DISCOUNTS: Cash discounts shall not be considered in determining low bid.
29. CAL-OSHA: Bidders certify, by submitting their signed bid, that all items being bid meet or exceed all applicable CAL-OSHA Codes.
30. PERMITS AND LICENSES: The Contractor and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law in connection with the furnishing of items herein listed. All operations and materials shall be in accordance with law. Failure to do so may result in termination of the contract under the default provision of the bid.
31. EMPLOYEE BACKGROUND CHECKS At the time of contract award and during the entire term of the contract, the successful bidder, including all subcontractors, shall fully

comply with the provisions of Education Code Sections 45125.1 and 45125.2 when District determines that the successful bidder's employees and employees of subcontractors will have more than limited contact with pupils in the performance of the work. In addition, it shall be the District's responsibility to take appropriate steps to protect the safety of any pupils that may come in contact with the successful bidder.

32. **DRUG AND ALCOHOL FREE WORKPLACE** The successful bidder hereby certifies, under penalty of perjury, under the laws of the State of California that under the contract he will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. seq.) and the Newport-Mesa Unified Board of Education's Policy (BP 4020). Therefore, the work site shall be kept drug and alcohol free at all times
33. **TOBACCO-FREE WORKPLACE** The successful bidder hereby agrees, under the contract, he will comply with the Newport-Mesa Unified Board of Education's Policy (BP 3515.3) which states: "The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second hand smoke and desires to provide a healthy environment for students and staff." Therefore, the work site shall be kept tobacco free and smoke-free at all times.
34. **BID DOCUMENTS:** The complete bid includes the following documents:
- Notice Calling for Bids.
 - Instructions for Bidders
 - Operational Summary and Requirements
 - **Bid Form**
 - **Non-collusion Declaration**
 - **References**

Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The bidder should fully acquaint him/herself with the terms and conditions affecting the performance of the contract. Submission of a bid shall be taken as prima facie evidence of compliance with this provision.

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

BID FORM
BID NO. 120-24
OFFICE & SCHOOL SUPPLIES

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

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

2. It is understood that this bid, once approved by the Newport-Mesa Unified School District Board of Education, is an annual contract to provide goods and/or services to the District per this bid for a period of one year from the 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 writing 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 bidders and that the bid shall remain open and not be withdrawn for a period of sixty (60) days.
5. The initial term of the contract to be awarded through this offering shall be one year. At its discretion, the District with approval of the Board of Trustees may exercise its option to extend any contract awarded hereunder for a period of one or two years from date of expiration, under the same price, terms and conditions, subject only to manufacturer's published price increases as set forth herein if it is found to be in the best interest of the District.

Indicate if said Renewal Option is granted for one additional year:

 X Option Granted

 Option Not Granted

Price increase shall not exceed 3 % during the first renewal period, based on manufacturer's increases documented and verified.

Indicate if said Renewal Option is granted for a second additional year:

 X Option Granted

 Option Not Granted

Price increase shall not exceed 3 % during the second renewal period, based on manufacturer's increases documented and verified.

It is agreed that if any renewal granted herein is exercised, the Board shall notify the contractor prior to the expiration date.

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

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

OPTION GRANTED X

OPTION NOT GRANTED

7. Prices are maximum for the period of the contract. In the event of a price decline, or should you sell the same materials under similar quantity and delivery conditions to the State of California, or the County Municipality, or Legal District of the State of California at prices below those specified herein, such lower prices are to be immediately extended to the Newport-Mesa Unified School District.
8. Vendor acknowledges its ability to submit invoices and proofs-of-delivery via electronic transmission, i.e. CXML or EDI:

YES X NO

9. The District requests the option to purchase additional items from vendor's catalog not listed in bid. Please state percent discount to deduct from catalog list prices, these discounts will not be considered as part of the bid evaluation process.

Catalog List Prices less percentage discount for all items in catalog that are not on contract list by the product line as listed below:

Copy Paper: LL 75 % Technology: LL 25 % Toner: LL 30 %

Printing: LL 25 % Office Supplies: LL 63 % Furniture: LL 40 %

School Classroom Supplies: LL 58 %

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 in Excel format should be emailed to: kgutierrez@nmusd.us after bid opening.

Date: 5/21/2024

ODP Business Solutions, LLC

Proper Name of Bidder

Chris Edler

By _____

*ODP Business Solutions' standard delivery lead time is 1-2 business days for stocked items on orders received online or via phone by 3:00 p.m. on a business day. Orders outside of the ODP Business Solutions 1-2 business-day delivery zone will be shipped by UPS and delivered within 2-7 business days.

DocuSigned by:

Chris Edler

FD23D0A4DA28493...

Signature of Bidder

**Please see the attached, Clarifications document.

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.

OPERATIONAL SUMMARY AND REQUIREMENTS BID NO. 120-24

Newport Mesa Unified School District seeks to retain a qualified vendor to provide Office & School Supplies to all school sites, administrative offices, and central warehouse. The District makes no guarantee and shall not be obligated to purchase any specific quantity of the product and/or services specified herein. The District reserves the right to increase or decrease quantities as the District determines is in its best interest and according to operational requirements.

ORDERING PROCESS

1. The District's Purchasing Department shall place orders on an as needed basis, primarily online, but also with the options to place orders by phone, or via email.
2. Deadline to place orders shall be 5 p.m. for next business day's delivery.
3. An order confirmation must be sent via email once order has been placed.
4. On-line access to vendor website must have password security.
5. No item is to be substituted without prior written approval.
6. No contact is to be made by vendor to any District site except the Purchasing Department, unless prior approval is given from the Purchasing Department.
7. Orders placed must be delivered by the vendor in the units of issuance as specified on the pricing sheets herein. There shall be no restrictions by the successful vendor as to minimum or maximum quantities placed.

ONLINE ORDERING SYSTEM REQUIREMENTS

1. If the District elects to use the vendor's on-line ordering system, vendor shall provide a secure, real time, on-line, internet based, ordering system which will allow the District's Purchasing Department, School Sites, and Administrative Departments to place orders via Windows-based personal computers (PC).
2. Ordering system shall operate during normal District business hours and shall allow 24-hour access.
3. Vendor shall grant access to individual users by validating unique usernames and passwords.

4. Vendor shall grant an online ordering system with an order approval path. The order approval path must be capable of having up to five approvers per order.
5. Vendor shall grant an online ordering system that can provide the capability to create shopping lists and “saved” orders.
6. Vendor shall grant an online ordering system that can provide a future delivery date option.
7. Vendor shall provide contract prices whenever costs are shown.
8. Vendor shall provide contract list on the ordering system.
9. Vendor shall allow users to check on the delivery status of a previously placed order.
10. Vendor shall allow the Purchasing and Accounts Payable Departments to be able check online for delivery status for all orders, with an option to print the proof-of deliveries.
11. Vendor shall provide email confirmation when an order is successfully placed.
12. Vendor shall grant the ability for the Purchasing Department to have administrative access to the vendor’s online ordering system to maintain user accounts.
13. Vendor shall grant the ability for the Purchasing Department to have internal account management in order to approve, view, or cancel any placed order.
14. Vendor shall provide a mandatory “Attention” Field to be populated in the Checkout screen as a requirement for order completion, and this Attention Field must be listed on all packing slips related to that order.
15. Vendor shall provide a mandatory “PO Number” Field to be populated in the Checkout screen as a requirement for order completion, and this PO Number must be listed on all packing slips related to that order.
16. Vendor shall provide an option to enter a Default PO Number that would automatically appear in the Check Out Screen if nothing is populated.
17. Vendor shall provide vendor order number on all packing slips.

DISCREPANCIES

1. All discrepancies are to be submitted to vendor via on-line, or by email.

2. All order discrepancies shall be handled between the Purchasing Department and vendor, and not the individual sites.
3. Discrepancy items are to be picked up within 5 to 7 business days from time of notification or submittal of discrepancy.
4. Hard copies or electronic copies of credit memos on discrepancy items shall be issued within 30 days of receipt of return and mailed to the District, attention Accounts Payable.
5. Items received incorrectly by District due to vendor error are to be replaced by vendor.
6. Items received incorrectly by District due to District error will be re-ordered by District.

DELIVERIES

1. All items ordered shall be delivered to the “direct delivery” address of the authorized District location.
2. Successful bidder’s distribution center must be located within 50 miles of District Central Warehouse and Purchasing Dept. to facilitate same day emergencies if necessary or should they occur.
3. Once order has been delivered, the ability to review and print proof of delivery must be available within 24 hours of delivery to the school site or department that generated the order, as well as the Purchasing and Accounts Payable Departments. The proof of delivery must include a signature of the person who signed for the delivery (if applicable), the Purchase Order number, the date of delivery, and the tracking number if order was not shipped via vendor truck.
4. All orders for in stock items placed by 5:00 p.m. must be delivered on the next business day by 2:30 p.m. for school locations and by 2:30 p.m. for administrative offices or Central Warehouse, except holidays.
5. Deliveries may not be left without obtaining signature of a school site, administrative site or Central Warehouse representative.
6. Freight terms are to be FOB Destination, Freight Prepaid, no charge.
7. Delivery is to be made to all District sites and administrative departments, including central warehouse.

8. All deliveries shall include offloading and inside delivery. Delivery vehicles must be equipped with a lift gate, hand truck, or other apparatus necessary to complete inside delivery.
9. All orders must include a packing slip in or on package number one (1), and the packing slip must list the PO Number, Vendor Order Number and Attention Field.

BACKORDERS

1. If items are unavailable at the time of order, order will remain open for no less than 30 days. After 30 days the backorder may be canceled by the vendor and the vendor must notify the submitter via email of the cancellation.

INVOICES

1. All invoices are to be sent electronically via CXML format on a daily basis to the District.
2. Statements are to be mailed or emailed to the District on a monthly basis only, attention Accounts Payable.
3. All invoices are to include the following:
 - a. Invoice number and date
 - b. Purchase Order Number
 - c. Vendor Order Number
 - d. Date of order
 - e. Date order was delivered.
 - f. Items and quantities ordered.
 - g. Ship to name and address
 - h. Contract price of each item shipped.
 - i. Tax rate
 - j. Tax amount
 - k. Total invoice amount
4. Under no circumstances shall the District be liable for any late fees or interest charges.
5. Serial numbers must be provided for all equipment if applicable.

TRAINING

In the event the District uses the on-line ordering system, the vendor shall provide training to District staff who will be users of the web based on-line ordering system, at no additional cost to the District. Training is to be comprehensive of all aspects of the system and its full operational capabilities. Training shall be available to all users and

shall be provided prior to the release of the custom on-line ordering system for District user access to begin ordering. The training dates shall be determined at a later date and the training sessions shall be conducted at one or more locations defined by the District. Training shall be provided on an as needed basis for the term of the contract.

The District will notify vendor if additional training sessions are necessary during the term of the contract. The Vendor shall have dedicated customer service representatives available to the District Monday through Friday during normal business hours (8:00 a.m. – 4:30 p.m.) to coordinate training and all customer service needs. Phone support for all user training issues shall be available to the District during these hours.

Training manuals shall be available for District users of the system at the training sessions. One training manual shall be provided by the vendor to each District employee participating in the training sessions. Throughout the term of the contract, the vendor shall be required to provide, upon request by the District at no additional charge, user manuals detailing on-line ordering system operations, features, etc.

DEMONSTRATION OF ONLINE ORDERING SYSTEM

At any time after the submittal of bids, vendor must be able to demonstrate its web based on-line capabilities at the District's designated locations. Failure to provide this requirement will be cause for rejection of the vendor's bid.

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 \$250,000.

1. Name of Reference: Citrus College
Address: 100 West Foothill Blvd.
Glendora, CA 91741
City/State/Zip: _____
Contact Person: David Colindres Telephone: (626) 914-8844
Value of Contract: \$466,019 Contract Duration: 2 years

2. Name of Reference: TriPoint Homes
Address: 19540 Jamboree Road, Suite 300
Irvine, CA 92612
City/State/Zip: _____
Contact Person: Kathy Sampson Telephone: (949) 438-1488
Value of Contract: \$650 Contract Duration: 3 years

3. Name of Reference: City of Los Angeles
Address: 111 East 1st Street
Los Angeles, CA 90012
City/State/Zip: _____
Contact Person: Kitty Pai Telephone: (213) 928-9529
Value of Contract: \$10 Million Contract Duration: 3 years

Bid# 102-24

NONCOLLUSION DECLARATION TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID
 (Public Contract Code section 7106)

The undersigned declares:

I am the Vice President of ODP Business Solutions, LLC, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. 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. All statements contained in the bid are true. 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, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 05/21/24 [date], at Austin [city], Texas [state].

DocuSigned by:

Chris Edler

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Signature

Chris Edler

Print Name

BID# 129-21 120-24
OFFICE & SCHOOL SUPPLIES
BID FORM CONTRACT PRICE LIST

Please see the attached Excel Bid Form Spreadsheet for item pricing.

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
1	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, BLACK	EA	OD02767	JUST BASICS			Y	650	
2	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, WHITE	EA	OD02765	JUST BASICS			Y	2000	
3	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, BLACK	EA	OD02768	JUST BASICS			Y	50	
4	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, WHITE	EA	OD02769	JUST BASICS			Y	400	
5	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, BLACK	EA	OD02773	JUST BASICS			Y	100	
6	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, WHITE	EA	OD02779	JUST BASICS			Y	100	
7	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, BLACK	EA	OD02785	JUST BASICS			Y	50	
8	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, WHITE	EA	OD02786	JUST BASICS			Y	100	
9	BOARD, POSTER, 22" X 28", 25/PK	PK		HOUSE OR GENERIC			Y	100	
10	BOOK, COMPOSITION, 6-7/8" X 8-1/2", 40 SHEETS, WIDE RULED	EA		HOUSE OR GENERIC			Y	3800	
11	BOOK, COMPOSITION, 9-3/4" X 7-1/2", 100 SHTS, WIDE RULED, MARBLED	EA		HOUSE OR GENERIC			Y	4500	
12	BOX, SCHOOL, CLEAR, 2-3/16"H X 5-3/16"W X 8"D	EA	11445	CRA-Z-ART			Y	2000	
13	CALCULATOR, MINI POCKET	EA		HOUSE OR GENERIC			Y	250	
14	CARD, INDEX, 3" X 5", RULED, 100/CT	PK		HOUSE OR GENERIC			Y	700	
15	CARD, INDEX, 3" X 5", UNRULED, 100/CT	PK		HOUSE OR GENERIC			Y	300	
16	CARD, INDEX, 5" X 8", RULED, 100/CT	PK		HOUSE OR GENERIC			Y	50	
17	CARD, INDEX, 5" X 8", UNRULED, 100/CT	PK		HOUSE OR GENERIC			Y	50	
18	CLEANER, WHITE BOARD, 8 OZ	EA	SAN81803	EXPO			N	200	
19	CLIPBOARD, LETTER SIZE, WOOD	EA		HOUSE OR GENERIC			Y	1500	
20	CLIPS, BINDER, LARGE, 2" WIDE	DZ		HOUSE OR GENERIC			Y	100	
21	CLIPS, BINDER, MEDIUM 1-1/4" WIDE	DZ		HOUSE OR GENERIC			Y	230	
22	CLIPS, BINDER, SMALL 3/4" WIDE	DZ		HOUSE OR GENERIC			Y	300	
23	CORRECTION TAPE, WHITE, 2/PK	PK	6624	PAPERMATE			N	150	
24	CRAYONS, CRAYOLA, LARGE SIZE, LIFT LID BOX, 8 COLOR SET	BX	BIN520080	CRAYOLA			N	1000	
25	CRAYONS, CRAYOLA, STANDARD SET, 24 COLOR SET	BX	52-0024	CRAYOLA			N	2400	
26	CRAYONS, CRAYOLA, TUCK BOX, 16 COLORS SET	BX	BIN520016	CRAYOLA			N	8000	
27	DISPENSER, TAPE, BLACK, 1" CORE	EA	MMMC38BK	SCOTCH			Y	150	
28	ENVELOPES, #10 WHITE, PLAIN, 500/CT	BX		HOUSE OR GENERIC			Y	70	
29	ENVELOPES, CLASP, BROWN KRAFT, 10" X 13", 100/CT	BX		HOUSE OR GENERIC			Y	70	
30	ERASER, PENCIL CAP, RED, 144/CT	PK	PAP73015	PAPERMATE			N	140	
31	ERASER, PINK, MEDIUM, 24/BX	BX		HOUSE OR GENERIC			Y	300	
32	ERASER, PINK, SMALL, 36/BX	BX		HOUSE OR GENERIC			Y	100	
33	ERASER, WHITE MAGIC RUB, 12/PK	PK	73201	PRISMACOLOR			N	200	
34	ERASER, WHITE BOARD	EA	SAN81505	EXPO			N	1000	
35	FASTENER, BRASS, ROUND HEAD, 1", 100/PK	PK		HOUSE OR GENERIC			Y	150	
36	FOLDER, FILE, LETTER, MANILA 1/3 CUT, 100/BX	BX	10341	SMEAD			Y	250	
37	FOLDER, HANGING, LETTER SIZE, 1/3 CUT, GREEN, 25/CT	BX		HOUSE OR GENERIC			Y	80	

Newport-Mesa Unified School District

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
38	GLUE, STICK, 1.27OZ	EA	AVE00196	AVERY			Y	2500	
39	GLUE, STICK, 21OZ, 12/PK	PK	E510	ELMERS			Y	180	
40	GLUE, STICK, 24OZ, CLEAR, 30/PK	PK	E556	ELMERS			Y	250	
41	GLUE, STICK, 24OZ, PURPLE, 30/PK	PK	E555	ELMERS			Y	140	
42	GLUE, WHITE, ELMERS, SCHOOL GLUE, 4OZ	EA	E304NR	ELMERS			N	2800	
43	GLUE, WHITE, ELMERS, 7.625 OZ	EA	E1324NR	ELMERS			N	1000	
44	GLUE, WHITE, ELMERS, GALLON	EA	E340NR	ELMERS			N	50	
45	HEADPHONES, ECONOMY	EA	597857	CYBER ACOUSTICS			Y	200	
46	HIGHLIGHTER, FLUORESCENT, ASSORTED COLORS, 6 CT	PK	25076	SHARPIE ACCENT			N	200	
47	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, SHARPIE	DZ	25025	SHARPIE ACCENT			N	250	
48	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, ECONOMY	DZ		HOUSE OR GENERIC			Y	100	
49	LABELS, LASER, ADDRESS, WHITE, 1" X 2-5/8", 3000/CT	BX	AVE5160	AVERY			N	140	
50	MARKERS, CRAYOLA, BROAD LINE, 8 COLOR SET	ST	BIN587708	CRAYOLA			N	1300	
51	MARKERS, CRAYOLA, THIN LINE, 8 COLOR SET	ST	BIN587709	CRAYOLA			N	1000	
52	MARKER, DRY ERASE, CHISEL TIP, 4 COLOR SET, LOW ODOR	ST	80074	EXPO			N	70	
53	MARKER, DRY ERASE, CHISEL TIP, ASSORTED COLORS, LOW ODOR, 12/PK	DZ	81043	EXPO			N	300	
54	MARKER, DRY ERASE, CHISEL TIP, BLACK, LOW ODOR, 12/PK	DZ	80001	EXPO			N	500	
55	MARKER, DRY ERASE, CHISEL TIP, GREEN, LOW ODOR, 12/PK	DZ	80004	EXPO			N	50	
56	MARKER, DRY ERASE, CHISEL TIP, RED, LOW ODOR, 12/PK	DZ	80002	EXPO			N	50	
57	MARKER, DRY ERASE, FINE POINT, BLACK, LOW ODOR, 12/PK	DZ	86001	EXPO			N	300	
58	MARKER, SHARPIE, FINE POINT, BLACK, 12/PK	DZ	30031	SHARPIE			N	300	
59	MOUSE, FULL SIZE, USB	EA		HOUSE OR GENERIC			Y		
60	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, COLLEGE RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC			Y	800	
61	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, WIDE RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC			Y	500	
62	NOTES, STICKY, YELLOW, 1-1/2" X 2", 24/PK	PK	65324VAD	POST-IT			N	60	
63	NOTES, STICKY, YELLOW, 3" X 3", 24/PK	PK	65424VAD	POST-IT			N	70	
64	NOTES, STICKY, YELLOW, 3" X 5", 24/PK	PK	65524VAD	POST-IT			N	20	
65	PAD, CHART, 1" RULED, 24" X 32", 25 SHEETS	EA	74610	PACON			Y	200	
66	PAD, WRITING, 8-1/2" X 11-3/4", CANARY, 12/PK	DZ		HOUSE OR GENERIC			Y	50	
67	PAINT, TEMPERA, WASHABLE 16 OZ, BLACK	EA	CYO543115051	CRAYOLA			N	150	
68	PAINT, TEMPERA, WASHABLE 16 OZ, BROWN	EA	CYO543115007	CRAYOLA			N	100	
69	PAINT, TEMPERA, WASHABLE 16 OZ, GREEN	EA	CYO543115044	CRAYOLA			N	140	
70	PAINT, TEMPERA, WASHABLE 16 OZ, MAGENTA	EA	CYO543115069	CRAYOLA			N	70	
71	PAINT, TEMPERA, WASHABLE 16 OZ, ORANGE	EA	CYO543115036	CRAYOLA			N	100	
72	PAINT, TEMPERA, WASHABLE 16 OZ, RED	EA	CYO543115038	CRAYOLA			N	180	
73	PAINT, TEMPERA, WASHABLE 16 OZ, TURQUOISE	EA	CYO543115048	CRAYOLA			N	70	
74	PAINT, TEMPERA, WASHABLE 16 OZ, ULTRA BLUE	EA	CYO543115042	CRAYOLA			N	100	
75	PAINT, TEMPERA, WASHABLE 16 OZ, WHITE	EA	CYO543115053	CRAYOLA			N	300	
76	PAINT, TEMPERA, WASHABLE 16 OZ, YELLOW	EA	CYO543115034	CRAYOLA			N	200	
77	PAINT, WATERCOLOR, 8 COLOR SET	ST	530525	CRAYOLA			N	800	
78	PAPER CLIPS, JUMBO, 100/BX, 10/PK	PK		HOUSE OR GENERIC			Y	170	
79	PAPER CLIPS, REGULAR #1, 100/BX, 10/PK	PK		HOUSE OR GENERIC			Y	70	

Newport-Mesa Unified School District

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
80	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLACK	RL	PAC101209	PACON			N	10	
81	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLUE	RL	PAC101206	PACON			N	5	
82	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, DARK BROWN	RL	PAC101207	PACON			N	5	
83	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, GOLD	RL	PAC101211	PACON			N	5	
84	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV GREEN	RL	PAC101202	PACON			N	5	
85	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV RED	RL	PAC101203	PACON			N	10	
86	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, ORANGE	RL	PAC101200	PACON			N	10	
87	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PINK	RL	PAC101204	PACON			N	5	
88	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PURPLE	RL	PAC101210	PACON			N	5	
89	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, SKY BLUE	RL	PAC101205	PACON			N	10	
90	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, WHITE	RL	PAC101208	PACON			N	10	
91	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, YELLOW	RL	PAC101201	PACON			N	10	
92	PAPER, QUADRILLE, 8-1/2" X 11", 1/4" SQUARES, WHITE, 500/CT	PK	2862	PACON			Y	20	
93	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", UNPUNCHED, 500/CT	PK	2401	PACON			Y	70	
94	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", 3-HOLE PUNCHED, 500/CT	PK	2402	PACON			Y	150	
95	PAPER, CONSTRUCTION, 12" X 18", ASSORTED, 50/PK	PK	PAC103063	PACON			N	120	
96	PAPER, CONSTRUCTION, 12" X 18", ASSORTED BRIGHT, 50/PK	PK	PAC102941	PACON			N	40	
97	PAPER, CONSTRUCTION, 12" X 18", ATOMIC BLUE, 50/PK	PK	PAC103401	PACON			N	10	
98	PAPER, CONSTRUCTION, 12" X 18", BLACK, 50/PK	PK	PAC103061	PACON			N	1000	
99	PAPER, CONSTRUCTION, 12" X 18", BLUE, 50/PK	PK	PAC103054	PACON			N	500	
100	PAPER, CONSTRUCTION, 12" X 18", BRILLIANT LIME, 50/PK	PK	PAC103425	PACON			N	250	
101	PAPER, CONSTRUCTION, 12" X 18", DARK BROWN, 50/PK	PK	PAC103056	PACON			N	120	
102	PAPER, CONSTRUCTION, 12" X 18", DARK GREEN, 50/PK	PK	PAC103053	PACON			N	50	
103	PAPER, CONSTRUCTION, 12" X 18", FESTIVE GREEN, 50/PK	PK	PAC103038	PACON			N	450	
104	PAPER, CONSTRUCTION, 12" X 18", FESTIVE RED, 50/PK	PK	PAC103432	PACON			N	500	
105	PAPER, CONSTRUCTION, 12" X 18", GOLD, 50/PK	PK	PAC102998	PACON			N	80	
106	PAPER, CONSTRUCTION, 12" X 18", GRAY, 50/PK	PK	PAC103059	PACON			N	100	
107	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY GREEN, 50/PK	PK	PAC102961	PACON			N	150	
108	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY RED, 50/PK	PK	PAC102994	PACON			N	200	
109	PAPER, CONSTRUCTION, 12" X 18", LIGHT YELLOW, 50/PK	PK	PAC103046	PACON			N	30	
110	PAPER, CONSTRUCTION, 12" X 18", MAGENTA, 50/PK	PK	PAC103032	PACON			N	100	
111	PAPER, CONSTRUCTION, 12" X 18", ORANGE, 50/PK	PK	PAC103034	PACON			N	350	
112	PAPER, CONSTRUCTION, 12" X 18", PINK, 50/PK	PK	PAC103044	PACON			N	200	
113	PAPER, CONSTRUCTION, 12" X 18", PUMPKIN, 50/PK	PK	PAC103426	PACON			N	50	
114	PAPER, CONSTRUCTION, 12" X 18", PURPLE, 50/PK	PK	PAC103051	PACON			N	170	
115	PAPER, CONSTRUCTION, 12" X 18", RED, 50/PK	PK	PAC103062	PACON			N	70	
116	PAPER, CONSTRUCTION, 12" X 18", ROYAL BLUE, 50/PK	PK	PAC103049	PACON			N	230	
117	PAPER, CONSTRUCTION, 12" X 18", SALMON, 50/PK	PK	PAC103042	PACON			N	70	
118	PAPER, CONSTRUCTION, 12" X 18", SCARLET RED, 50/PK	PK	PAC103040	PACON			N	20	
119	PAPER, CONSTRUCTION, 12" X 18", SHOCKING PINK, 50/PK	PK	PAC103045	PACON			N	150	
120	PAPER, CONSTRUCTION, 12" X 18", SKY BLUE, 50/PK	PK	PAC103048	PACON			N	300	
121	PAPER, CONSTRUCTION, 12" X 18", SLATE, 50/PK	PK	PAC103060	PACON			N	30	

Newport-Mesa Unified School District

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
122	PAPER, CONSTRUCTION, 12" X 18", TAN, 50/PK	PK	PAC103055	PACON			N	250	
123	PAPER, CONSTRUCTION, 12" X 18", TURQUOISE, 50/PK	PK	PAC103039	PACON			N	450	
124	PAPER, CONSTRUCTION, 12" X 18", VIOLET, 50/PK	PK	PAC103041	PACON			N	40	
125	PAPER, CONSTRUCTION, 12" X 18", WARM BROWN, 50/PK	PK	PAC103057	PACON			N	300	
126	PAPER, CONSTRUCTION, 12" X 18", WHITE, 50/PK	PK	PAC103058	PACON			N	1400	
127	PAPER, CONSTRUCTION, 12" X 18", YELLOW, 50/PK	PK	PAC103038	PACON			N	550	
128	PAPER, COPY, 11" X 17", 500/SHTS	PK		HOUSE OR GENERIC			Y	30	
129	PAPER, FILLER, 8-1/2" X 11", WHITE, COLLEGE RULED, 3-HOLE PUNCH, 150/PK	PK		HOUSE OR GENERIC			Y	130	
130	PAPER, TISSUE, 20" X 30", 100/CT, ASSORTED COLORS	PK	PAC58516	PACON			N	70	
131	PEN, BALLPOINT, FINE POINT, BLACK, 12/PK	OZ	PAP33811	PAPERMATE			Y	130	
132	PEN, BALLPOINT, FINE POINT, BLUE, 12/PK	OZ	PAP33611	PAPERMATE			Y	200	
133	PEN, BALLPOINT, FINE POINT, RED, 12/PK	OZ	PAP3371131	PAPERMATE			Y	120	
134	PEN, BALLPOINT, MEDIUM POINT, BLACK, 12/PK	OZ	PAP3331131C	PAPERMATE			Y	160	
135	PEN, BALLPOINT, MEDIUM POINT, BLUE, 12/PK	OZ	PAP3311131C	PAPERMATE			Y	300	
136	PEN, BALLPOINT, MEDIUM POINT, RED, 12/PK	OZ	PAP3321131C	PAPERMATE			Y	200	
137	PEN, BALLPOINT, 4-COLOR RETRACTABLE, ASSORTED COLORS, 3/PK	PK	MMP31-AST	BIC			N	350	
138	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, PRESHARPENED, 12/PK	OZ		HOUSE OR GENERIC			Y	600	
139	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, 72/PK	PK		HOUSE OR GENERIC			Y	160	
140	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, 12/PK	OZ	DIX13862	DIXON TICONDEROGA			N	2700	
141	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED, 12/PK	OZ	DIX13806	DIXON TICONDEROGA			N	700	
142	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED, 30/PK	PK	DIX13830	DIXON TICONDEROGA			N	200	
143	PENCIL, BEGINNER, YELLOW #2, WITH ERASER, 12/PK	OZ	DIX13308	DIXON TICONDEROGA			N	500	
144	PENCIL, COLORED, CRAYOLA, SET OF 12 COLORS	BX	684012E	CRAYOLA			N	3600	
145	PENCIL, MECHANICAL, 7MM, 12/PK	OZ	30301	PAPERMATE			Y	50	
146	PENCIL POUCH, MESH WINDOW, 7" X 9-3/4", ASSORTED COLORS	EA	PPMW201401	OFFICE DEPOT			Y	530	
147	PORTFOLIOS, TWIN POCKET, DARK BLUE, 10/PK	PK		HOUSE OR GENERIC			Y	220	
148	PORTFOLIOS, TWIN POCKET, RED, 10/PK	PK		HOUSE OR GENERIC			Y	250	
149	PORTFOLIOS, TWIN POCKET, YELLOW, 10/PK	PK		HOUSE OR GENERIC			Y	250	
150	RUBBER CEMENT, 4 OZ	EA	E904	ELMERS			N	140	
151	RUBBERBANDS, ASSORTED SIZES, 1 LB BAG	EA		HOUSE OR GENERIC			Y	30	
152	RULER, 12", WOODEN, SINGLE EDGE	EA		HOUSE OR GENERIC			Y	550	
153	SCISSORS, 5", BLUNT TIP, COMFORT GRIP, 2/PK	PK	1535201005	SCHOOL WORKS			Y	350	
154	SCISSORS, 5", BLUNT TIP, HARD HANDLE, 2/PK	PK	13168	WESTCOTT			Y	340	
155	SCISSORS, 5", POINTED TIP, HARD HANDLE, 2/PK	PK	13132	WESTCOTT			Y	140	
156	SCISSORS, 8", POINTED, LIGHTWEIGHT	EA		HOUSE OR GENERIC			Y	900	
157	SENTENCE STRIPS, 3" X 24", MANILA, 100/CT	PK	5157	PACON			Y	20	
158	SHARPENER, PENCIL, ELECTRIC, BLUE	EA	1675	X-ACTO			N	100	
159	SHARPENER, PENCIL, MANUAL, DOUBLE HOLE, W/ RECEPTACLE	EA		HOUSE OR GENERIC			Y	1000	
160	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 25/PK	PK		HOUSE OR GENERIC			Y	200	
161	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 200/PK	PK		HOUSE OR GENERIC			Y	50	
162	STAPLE REMOVER	EA		HOUSE OR GENERIC			Y	100	
163	STAPLER, STANDARD, FULL STRIP, BLACK, COMMERCIAL METAL	EA	44401	SWINGLINE			Y	160	

Newport-Mesa Unified School District

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
164	STAPLER, STANDARD, FULL STRIP, BLACK, PLASTIC	EA	SWI54501	SWINGLINE			Y	200	
165	STAPLES, STANDARD, 1/4", 5000/BX	BX	SWI35108	SWINGLINE			Y	500	
166	TAPE, MASKING, 1" X 60 YDS	RL	26001	HIGHLAND			Y	400	
167	TAPE, MASKING, BLUE, 1" X 60 YDS, 3" CORE (PAINTERS TAPE)	RL	2090-1E	SCOTCH			Y	120	
168	TAPE, TRANSPARENT, 3/4" X 1296"	RL	MMM600-341296	SCOTCH			N	40	
169	TAPE, TRANSPARENT, 3/4" X 1296", 1" CORE, 6/PK	PK	MMM600-6PK	SCOTCH			N	130	
170	TAPE, MAGIC 810, 3/4" X 27.7 YDS, 12/PK	PK	MMVB10K12	SCOTCH			N	60	



**ODP Business Solutions, LLC's Clarifications/Exceptions to
Newport Mesa Unified School District
BID NO. 120-24
Office & School Supplies and Equipment**

ODP Business Solutions, LLC ("ODP") believes that the clarifications/exceptions below present a very minor departure from Bid No. 120-24 and are not cause for ODP's bid response to be found non-responsive. If for any reason you find any of the below to be a material departure from the bid documents, we are happy to enter into good faith negotiations with you to endeavor to find a reasonable solution to satisfy the requirement(s).

Instructions for Bidders

<u>Page</u>	<u>Clarification</u>
2, Section 10	<u>Prices.</u> ODP shall institute a Sixty-five Dollar (\$65.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries.
3, Section 13	<u>Samples.</u> ODP strikes the following clause: <i>"the cost of testing will be charged to the successful bidder and"</i>
3, Section 14	<u>Delivery Requirement.</u> ODP strikes the following sentence: <i>"No additional cost of shipping, handling, fuel surcharge, unloading or inside delivery charges will be allowed or accepted at any time during the contract period."</i> ODP shall institute a Sixty-five Dollar (\$65.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries.
5, Section 20, paragraph B	<u>Termination for Default.</u> ODP clarifies that it requires 30 days to cure. ODP strikes the following clause: <i>"and the successful bidder shall be liable for any excess costs of acquisitions of such similar supplies"</i>
6, Section 24	<u>Inspection and Acceptance.</u>

	ODP's standard return policy shall apply. Most items may be returned in their original packaging within 30 days of purchase for a replacement or full refund. General supply items should be returned in the original packaging within 30 days. Technology and stocked furniture items should be returned in the original packaging within 14 days. Special Order Products may not be returned or exchanged. This includes items that are not stocked in one of our warehouses and/or are indicated as "special order." Due to Covid-19, Cleaning, Sanitation, Breakroom, Safety (including personal protective equipment, masks, face coverings, face shields, gloves, goggles, gowns, thermometers), Facility, and other related products and supplies cannot be returned.
6, Section 25	<u>Inspection of Bidder's Facility.</u> ODP clarifies that District shall not be entitled to access any of ODP's: (i) systems or (ii) facilities which house ODP's information security and/or data infrastructure.
6 & 7, Section 31	<u>Employee Background Checks.</u> ODP will not have direct contact with students, and therefore, this section is not applicable. To the extent that this section is applicable, ODP does not share its employees' personal identifiable information. However, upon receipt of award, ODP will run background checks as required by any State Department and will provide to District attestations certifying that the background checks have been run on the employees who will be performing the work and that such persons have not been convicted of a violent or serious felony.

Bid Form

<u>Page</u>	<u>Clarification</u>
1, paragraph 1	ODP clarifies: ODP's warranties will be limited to ODP-branded products only, and for all other products, ODP will pass through to District all manufacturer-supplied end-user warranties.
1, paragraph 5	ODP clarifies: The initial term and any renewals shall be mutually agreed upon. ODP agrees to supply to District those office products and services as set forth herein at the prices set forth herein. Pricing will be held firm for three hundred sixty-five (365) days from the Effective Date of the agreement between District and ODP and thereafter will be updated no more than one time per three hundred sixty-five (365) day period. In the event of extenuating market conditions, ODP reserves the right to adjust District's prices commensurately.
2, paragraph 7	ODP strikes paragraph 7 of the bid form in its entirety. ODP offers competitive pricing to each customer based on several factors, including ODP's total delivered cost, the customer's unique service level requirements, the customer's total volume of spend, and the customer's product mix. Because ODP customizes its pricing for each individual customer based on numerous factors, and each customer is unique in its requirements, spend and product mix, we are unable to guarantee that one particular customer's pricing is as favorable as any other customer's pricing at the SKU-level. However, ODP is committed to providing each customer the best valued program that suits such customer's needs.

Operational Summary Requirements

<u>Page</u>	<u>Clarification</u>
3, paragraph 6	<u>Deliveries.</u> ODP shall institute a Sixty-five Dollar (\$65.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries.
6	<u>Training.</u> ODP clarifies: There will not be a dedicated customer service team, but there will be a dedicated salesperson assigned and a central customer service team available during District hours.

Clauses ODP Inserts

	Each party shall have the right to terminate any resulting contract, at any time, without cause, by providing thirty (30) days prior written notice to the other party.
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